

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
May 18, 2015 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett	Accomack County
Laura Belle Gordy	Accomack County
Donald L. Hart, Jr.	Accomack County
Kay W. Lewis	Accomack County
Gwendolyn F. Turner	Accomack County
Richard L. Hubbard	Northampton County
Rev. Charles J. Kellam	Northampton County
Larry Lemond	Northampton County
Laurence J. Trala	Northampton County

COMMISSIONERS ABSENT:

John C. Gray	Accomack County
Roland Bailey	Northampton County
John H. Tarr	Town of Chincoteague

OTHERS PRESENT:

Elaine Meil	John Aigner
Kat Edwards	Melissa Matthews
Curt Smith	David Annis
Susan Haycox	Granville Hogg

1. Call to Order

Chairman Hubbard called the meeting to order at 7:00 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.

3. Minutes of April 20, 2015 Meeting

The minutes of April 20, 2015 Meeting were presented.

Commissioner Gordy moved to approve the Minutes of the April 20, 2015 Meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

The current Bills Payable was presented. The current Financial Statement was also presented.

Commission approval of the Bills Payable and current Financial Statement was requested.

Commissioner Hart moved to approve the Bills Payable and current Financial Statement as presented. Seconded by Commissioner Gordy, the motion carried by unanimous vote.

5. April Financial Status Report

The attached report indicated that 71.87 percent of the FY 2015 Budget had been expended while 83.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

Commissioner Hart moved to accept the Financial Status Report as presented. Seconded by Commissioner Kellam, the motion carried by unanimous vote.

6. FY 2016 Budget Requests

The Budget Committee (Commissioners Lemond and Hubbard) met at 6:30 PM prior to the May 18 Commission meeting to discuss the FY 2016 Budget Requests and current draft of the FY 2016 Budget. All Commissioners were welcome to attend.

Commissioner Lemond stated that he and Commissioner Hubbard met with Director of Administration Haycox and Executive Director Meil, and that the budget looks good so far. He stated that staff will bring the FY 2016 Budget back at the June meeting for approval.

3003 ***Intergovernmental Coordination and Information*** Brenette Hinmon,ext.110

One A-95 application was received. Northampton County requested additional information and staff is coordinating one review.

3010 ***Planning Assistance Activities*** Elaine Meil, ext. 116

Several grants have been written including a request from Northampton County to have the Eastern Shore considered for the Stronger Economies Together program from USDA and Virginia Tech. The Virginia Homeless Solutions Program update with an increase for staff of the Eastern Shore Coalition Against Domestic Violence that will be used to provide additional services to homeless persons who are not victims of domestic violence. This update also requested additional funds for Rapid Rehousing based on the shortfall for existing needs on the Eastern Shore.

3016 ***Management Assistance Activities*** Elaine Meil, ext. 116

Inspections and warranty call backs for former CDBG projects continue.

COMMUNITY DEVELOPMENT PROJECTS

3061 ***Asset Management*** Melissa Matthews, ext 110

All Asset Management files are kept current. Deeds of Trust are recorded as received, and expired Deeds of Trust are released twice a year. Staff works diligently to assure all properties have and maintain homeowner's insurance.

3320 ***EDA-Economic Development Planning*** Sue Simon, ext. 115

The SET application was submitted. The committee will be meeting in June.

3401 ***VDOT Rural Transportation Planning-SPR*** Sue Simon, ext. 115

A-NPDC executed a FY-15 contract with VDOT for the Rural Transportation Planning Work Program covering July 1, 2014 through June 30, 2015. A-NPDC's Transportation Technical Advisory Committee (TTAC) conveys transportation information generated by VDOT to the counties and towns, and collects and reports comments to VDOT. A-NPDC staff is compiling information and verifying the sidewalk gap information collected from 19 Eastern Shore towns to present in a booklet to the TTAC for approval. A-NPDC is also identifying "unofficial" park and ride locations along the Eastern Shore to make recommendations for official Park and Ride sites in a brief report to VDOT.

At VDOT's request and in response to new legislation, House Bill 2, A-NPDC staff and the TTAC defined prioritization criteria and methodologies, finalized mid- and long-term project data from the 2035 Rural Transportation Plan, and presented priority projects to both Accomack and Northampton Counties' Boards of Supervisors in November and

December, respectively. Prioritization criteria assessed included: safety, seasonal traffic variations, and traffic volume; economic development, political support, and future growth; inclusion in the Bike Plan, Day Ride, and Six Year Improvement Plan (SYIP); and critical infrastructure. At Northampton County's request, VDOT prepared color-coded charts and maps of both counties to clearly elucidate the project segments. A-NPDC presented the revised Prioritization Report with color-coded maps to the Northampton Board of Supervisors at its April 14, 2015 BOS meeting, and will present the report and maps to the Accomack BOS at their meeting in June.

A-NPDC collaborated with Accomack County, the Town of Chincoteague, and the Chincoteague Wildlife Refuge to submit a U.S. DOT Federal Lands Access Program (FLAP) proposal for grant monies for shoulder improvements that would also provide a safer and seamless bicycle pedestrian path along the Route 175 causeway from the NASA Visitors' Center to the Town entrance, and from the Town entrance to the Chincoteague Museum near the National Wildlife Refuge entrance. Recent Route 175 shoulder improvements for bicycle and vehicle safety accommodation in front of the NASA Visitor Center and near bridge structures along the 5-mile causeway to Chincoteague Island allowed unsafe gaps for combined bicycle and vehicular traffic use to remain between the bridges.

A-NPDC and Accomack County requested preliminary engineering and a feasibility study to prepare the actual project improvements, project scope, and cost estimates. The project would fulfill projects cited in the 2014 Bicycle Plan Update, the Town of Chincoteague's Bicycle Plan, and needs identified at a 2008 U.S. Fish and Wildlife Service and National Park Service workshop to enhance connectivity from the Town of Chincoteague to Federal Lands.

3402

***VDOT-Southern Tip Bike Trail Phase III
Feasibility Assessment***

Sue Simon, ext. 115

A-NPDC received a U.S. Department of Transportation (DOT) Federal Lands Access Project (FLAP) grant for an \$80,000 feasibility study for Phase III of the Southern Tip Bike and Hike Trail (the Trail) in mid-March. The Phase III feasibility study seeks to extend the Trail from Capeville Drive at Stingray's Restaurant, to Stone Road at the entrance to Cape Charles. Once completed, Phase III would link amenities in Cape Charles to an existing shared bike path that originates at the Eastern Shore of Virginia's National Wildlife Refuge (ESVNWR) Visitors Center. Phase III would enhance residents' quality of life and advance regional economic development.

A-NPDC finalized a Memorandum of Agreement (MOA) with USDOT and VDOT in December, 2014 for the feasibility study in which USDOT provides \$62,000 and A-NPDC matches with \$18,000 for the study. The PDC approved the VDOT Southern Tip Bike and Hike Trail Phase III Feasibility assessment at its March meeting and the PDC's April Minutes were sent to VDOT to verify the approval.

3521 ***Town of Chincoteague T-21 Admin. –Second phase*** Kat Edwards, ext. 119

The Town received VDOT comments requesting minor changes to the plans and specifications. Bowman Consulting will be addressing those changes and providing VDOT with a final version of the plans. The anticipated advertisement date for the project is August 15, 2015.

3583 ***GreenWorks*** Sue Simon, ext. 115

A-NPDC continues to work with the Eastern Shore of Virginia GreenWorks Committee, established under a Memorandum of Understanding (MOU) between the A-NPDC and Waste Watchers of the Eastern Shore, the Keep America Beautiful affiliate on the Eastern Shore. GreenWorks promotes and supports volunteer stewardship of public spaces, creates a cleaner, greener environment, and measures success in litter reduction. A-NPDC's budget request to Accomack County to help GreenWorks accomplish its mission and goals was approved in April, however the budget request to Northampton County was not approved. In April, GreenWorks Executive Director, Jenny O'Neill, was replaced by Marilyn Ailes when Ms. O'Neill accepted the position of Executive Director for the Literacy Council.

PLANNING PROJECTS

3333 ***Cape Charles Town Plan Revision*** Elaine Meil, ext. 116

A final draft was submitted to the town in January and minor changes made in February. Staff expects the public hearing on the draft plan to occur in late March or April. The transportation section was submitted to VDOT for Chapter 729 review and VDOT indicated they would have their comments back by the week of March 9th.

3334 ***Exmore Town Plan Revision*** Connie Morrison, ext. 127

Staff completed an examination of employment and economic data and forecasts, along with a summary report. A joint session of Exmore Town Council, Planning Commission, and Board of Zoning Appeals to set the plan's goals and objectives, planned for March 16, was postponed because the town forgot to advertise the session. Staff will begin writing environmental and physical geography chapters this month, and a new meeting with town officials will be scheduled in June.

3531 ***VDEM Hazard Mitigation Plan Revision*** Connie Morrison, ext. 127

Staff met with the Steering Committee on May 6 to review the Coastal Erosion chapter and to consider a request from Accomack County Administrator Steve Miner to form a subcommittee to review and prioritize properties for consideration under the hazard mitigation grant program. Members of the Steering Committee also attended the May 12 Climate Adaptation Working Group on May 12 to discuss new flood risk products that were to have been available from FEMA at the meeting, but have been delayed, most likely until August. This FEMA delay will most likely not delay the overall delivery of the hazard mitigation plan, but will delay the risk analysis by a couple of months.

3540 ***VCZM Transportation Infrastructure
Inundation Vulnerability Assessment*** Curtis Smith, ext. 114

The project closed out on May 15, 2015. The data and reports are being distributed to local governments and being prepared for publishing on the A-NPDC and other websites. Staff performed an interview with the Eastern Shore News who expressed interest in featuring the project in an upcoming edition.

3541 & 3551 ***A-N VCZM Technical Assistance, FY 13
1st Qtr1*** Curtis Smith, ext. 114

A strategic planning meeting building off of the indoor plumbing windshield survey for the Bayside has been scheduled for May 26 at 1:00pm at the Eastern Shore Community College. The meeting will focus on selecting rehabilitation projects that can be implemented using NFWF funding.

Staff distributed a survey to local governments to gauge interest in participation in the Shore Big Trees Program. Staff will work with all interested localities to develop necessary plans required for various grant programs.

Staff distributed the quarterly Climate Adaptation Working Group (CAWG) Newsletter and hosted a CAWG meeting on May 12 where the group received presentations from FEMA and The Nature Conservancy regarding new available data for the region.

Staff attended a workshop to learn more about developing and partnering on Virginia's proposal to the US Department of Housing and Urban Development (HUD) in Phase II of the HUD National Disaster Resilience Competition.

3554 ***VIMS Working Waterfront Case Study*** Sue Simon, ext. 115

Staff collected pertinent zoning and land-use information for Willis Wharf and developed a case study report for the Virginia Institute of Marine Science (VIMS). The report summarized institutional impediments and legacy constraints to retaining working waterfront-related infrastructure in Willis Wharf, and recommended planning tools to help retain such facilities.

3571 ***A-N Ground Water Committee Projects*** Curtis Smith, ext. 114

The Committee met on April 21 and will meet again on May 19. A public workshop, Central Accomack County Ground Water Summit, has been scheduled for June 16 6:30-8:00pm at Metompkin Elementary School in Parksley. The workshop will provide an overview of what is known about ground water in communities spanning from Accomac north to Hallwood. The Committee is considering options for amending the joint resolution to include surface water quality, natural hazards, and land stewardship in addition to groundwater. The Committee is developing a work plan for FY15 and has reviewed the State Water Resources Plan. The Committee received a presentation regarding the VA Aquatic Resources Trust Fund.

3573 ***Household Hazardous Waste Collection*** Curtis Smith, ext. 114

The 2015 Household Hazardous Waste Collection on May 2 was the most successful event in the program's recent years with over 2 tons of hazardous waste collected.

3581 ***Seaside SAMP Commercial Fishing Use Survey*** Connie Morrison, ext. 127

Staff has completed the report, and has sent all final products to Virginia Coastal Zone Management Program office by the May 15, 2015 deadline.

3585 ***NFWF Enhancing Coastal Resilience on Virginia's Eastern Shore*** Curtis Smith, ext. 114

Staff published a workshop summary report in April. Staff is working with TNC staff and the modelers to develop the regional models, which will simulate sea-level rise, tidal marsh migration, storm surge, and barrier island-inlet evolution. The models are planned to include sea-level rise scenarios at 6-inch increments, which will be the first of its type to do so. This will allow for consideration of near-term (10-25 year) planning horizons for the Eastern Shore.

3591 ***Collaborative Fisheries Planning Project for Virginia's Wind Energy Area*** Connie Morrison, ext. 127

Staff compiled reports from the two March meetings with Eastern Shore fishermen and sent those to the project team. Staff also made a brief presentation to the Eastern Shore Angler's Club on May 11 to introduce the project and invite participation by recreational anglers.

3592 ***DEQ-Accomack Co. SWMP Development*** Curtis Smith, ext. 114

Project is complete and in the process of being closed out.

A-NPDC HOUSING PROJECTS

3661 ***HUD-Housing Counseling Services*** Patricia Connolly Grove, ext124

In December of last year, the Virginia Housing Development Authority and the Department of Housing and Urban Development conducted a desk audit of the HUD Housing Counseling Program. Staff received the results of the audit on April 22nd. There were no program findings, but the agencies made three recommendations, including updating the A-NPDC Housing Counseling Work Plan. The Work Plan was updated and submitted on May 15th.

366250 ***Continuum of Care (CoC)***

Bobbie Jo Wert, ext 125

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. Our CPES is a member of the Department of Housing and Community Development (DHCD) Balance of State (BoS) Continuum of Care (CoC).

CPES worked with staff from A-NPDC, ESVHA and Eastern Shore of Virginia Coalition Against Domestic Violence (ESCADV) to submit the annual renewal for the Virginia Homeless Solutions Program (VHSP). The renewal application was submitted on May 8th.

CPES has finalized the logo as part of the VHSP Local CoC Planning Initiatives. Work continues with consultants to finalize other initiatives such as the development a website, brochures and fliers.

CPES will be hosting a Strategic Planning Session on Wednesday, May 20, 2015. The session will be conducted by The Planning Council. This meeting is to develop a strategic plan to address the identified areas of need of housing, education, employment, health care, and transportation. We will review and utilize data and information from the 2011 ESVA Community Needs Assessment that was sponsored by CPES.

CPES recently held election of officers. Charmin Horton of the Foodbank was voted in as the Chair, Cristi Lawton of the Eastern Shore Coalition of Domestic Violence was voted in as the Incumbent Chair and Kelly Builin of the Eastern Shore Community Service Board Office of Prevention was voted in as Secretary. Officers will assume their positions July 9, 2015.

3340 ***Northampton-Culls VCDBG Grant***

John Aigner, ext. 118

Project close-out letter has been received from DHCD. No findings were reported. There was a concern due to falling short of the proposed beneficiaries on housing rehabilitation because of a budget depleted from deficiencies that exceeded estimates.

3822 ***Northampton County DR-1905 HMGP
Elevation Project***

John Aigner, ext. 118

Project closeout paperwork is being compiled for submission to VDEM.

***Accomack County VA HMGP 1491-001-037
2004 Elevation Project***

John Aigner, ext. 118

We have no new information concerning the resolution of the issues surrounding the Coleman project on Crystal Beach Road.

3823 *Accomack County DR-1905 HMGP Elevation Project* John Aigner, ext. 118

Project paperwork has been submitted to VDEM. Amy Howard was scheduled for a site visit this week but her travel was not approved by the State.

Accomack County VA HMGP 4024-012 Elevation Project John Aigner, ext. 118

The title searches are done and all site visits have been made by the engineer. We are still hoping to have a group to put out to bid by the end of May.

Staff is looking for two or three volunteers to serve on a Hazard Mitigation Program Advisory Committee. The purpose of this committee is to provide oversight and develop a policy for determining eligibility and priorities as far as future Projects are concerned. There are more than 70 homeowners that are interested in participating in future HMGP funding opportunities and Projects are limited to 10 homes per Project Manager.

10. Executive Directors Report

Wetlands Mitigation Bank

No activity.

Eastern Shore of Virginia Revolving Loan Fund

All loans are current. One potential applicant called again and stated that an application is forthcoming. Staff will update the Commission at the meeting.

Public Participation Bylaws Amendment – First Reading

A bylaws amendment has been prepared to include public participation earlier in the meeting for the first reading to the Commission as required by the bylaws. The text of the bylaw amendment process in italics has been attached as well to assist the Commission. The bylaws amendment can be modified and will need acceptance to move to a second reading prior to Commission adoption.

BY-LAWS AMENDMENT

Add the following section and text after Article IV, Section 5:

Section 6. ORDER OF BUSINESS

The order of business is:

1. Call to Order
2. Invocation
3. Reading of the Minutes
4. Public Participation
5. Standing Committee Reports
6. Select Committee Reports

7. Special Orders
8. Unfinished Business
9. New Business
10. Closed Session
11. Adjournment

Commission review and acceptance was requested.

Commissioner Hart moved to accept the first reading of the by-laws amendment, as presented, to include public participation earlier in the meeting. Seconded by Commissioner Turner, the motion carried by unanimous vote.

ARTICLE X

AMENDMENTS

SECTION 1. AMENDMENT

Any proposed amendment, repeal, or alteration, in whole or in part, of these By-Laws shall be presented in writing and read for a first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Commission until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted upon.

Resignation of Member – Mr. Thomas E. Rienarth

Mr. Rienarth has contacted the Commission and provided us with a copy of his resignation. He has served since 2005 and his resignation is effective immediately (May 6, 2015). Mr. Rienarth has served on various standing committees and also agreed to assist in many Commission projects that called for participation by its members. He has most recently been a member of the Budget and Loan Fund Committees and served as one of the Commission representatives to Economic Development Committee. The Commission may want to commend Mr. Rienarth for his service and a draft resolution will be provided.

Discussion was requested.

Commissioner Gordy stated she had already spoken with someone about filling the Accomack County seat on the A-NPDC Board vacated by Thomas Rienarth.

Filling the Vacancy of the Budget and Loan Fund Committees

These two committees are separate but have traditionally shared the same membership. Staff requests the Chairman consider filling the vacancy created by Mr. Rienarth's resignation since the FY2015 budget is currently underway. The two members are Chairman Hubbard and Commission Member Lemond.

Consideration was requested.

After Board discussion, it was recommended that the seat vacated by Thomas Riennerth on both the Budget and Loan Fund Committees, be filled by Commissioner Tarr.

Commissioner Gordy moved to appoint Commissioner Tarr to the Budget and Loan Fund Committees. Seconded by Commissioner Hart, the motion carried by unanimous vote.

Information Items

None

11. Chairman's Report

No report was given at this time.

12. Public Participation

Granville Hogg discussed several of the A-NPDC's projects at this time.

13. Other Matters

Executive Director Meil announced that Economic Development Coordinator has resigned from the A-NPDC effective June 30, 2015.

14. Adjournment

There being no further business brought before the Commission, the meeting was adjourned.

Richard L. Hubbard
Chairman

Copy Teste:

Elaine K. N. Meil
Executive Director