ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
MINUTES OF THE
August 21, 2017 MEETING
HELD AT THE ENTERPRISE BUILDING
ACCOMAC, VIRGINIA

COMMISSIONERS PRESENT:

Robert Crockett                  Accomack County
Laura Belle Gordy                Accomack County
Reneta Major                    Accomack County
Harris Phillips                 Accomack County
Robert Duer                     Northampton County
Granville Hogg                  Northampton County
Rev. Charles J. Kellam          Northampton County
Larry Lemond                    Northampton County

COMMISSIONERS ABSENT:

Donald L. Hart, Jr.             Accomack County
Gwendolyn F. Turner             Accomack County
Vacant                          Accomack County
Roland Bailey                   Northampton County
Arthur Leonard                  Town of Chincoteague

OTHERS PRESENT:

David Annis                    Curt Smith
Kat Edwards                    Melissa Matthews
John Aigner

1. Call to Order

Vice-Chairman Lemond called the meeting to order at 7:02 p.m.

2. Invocation

Commissioner Kellam offered the Invocation.
3. **Minutes of July 17, 2017 Meeting**

The minutes of July 17, 2017 Meeting were presented.

Commissioner Major moved to approve the Minutes of the July 17, 2017 Meeting. Seconded by Commissioner Crockett, the motion carried by unanimous vote.

4. **Public Participation**

No public participation took place at this time.

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

6. **July Financial Status Report**

The report indicated that 7.04 percent of the FY 2018 Budget had been expended while 8.33 percent of the fiscal year had passed.

Commission acceptance of this report was requested.

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

7. **Grants**

**Grant Writing**

In accordance with the grant writing policy, staff is requesting permission to develop the following grant applications and authority to develop grant applications, upon receipt of a request and the organization or jurisdiction agrees to the Commission’s policy to pay for half the costs of the grant application development.
Grant Applications
A Virginia Coastal Zone Management Program Technical Assistance – Development of the FY2018 Program to include staff support for the Ground Water Committee, the Climate Adaption Working Group, the technical assistance program for local jurisdictions and organizations, and the annual special project.

B Virginia Department of Transportation Technical Assistance – Development of the FY2018 Program to include staff support for the Transportation Technical Advisory Committee, the technical assistance program for local jurisdictions and organizations, and special projects including:
- Continuation of inventory for private, unmaintained Rural Roads
- Continuation of Sidewalk Gap Study
- Compilation of all available and current and future land-use GIS layers/attributes from local Comprehensive Plans
- Conduct transit stop needs study in partnership with STAR Transit and stakeholders.

C Economic Development Administration Planning Assistance – Development of the FY2018 Program to include staff support for the Economic Development Committee and the technical assistance program for local businesses, jurisdictions, and organizations.

D U.S. Housing and Urban Development Housing Counseling – Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness.

E Virginia Housing and Development Authority Counseling and Education Program Continuation of funding for counseling and education services in the areas of homeownership, rental, foreclosure and homelessness.

F Virginia Homeless Solutions Program. – Continuation of funding for financial assistance and case management for the prevention of homelessness and/or rehousing families who have become homeless.

Assistance Requests

Members
G Accomack County – Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

H Northampton County - Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.

I Town of Chincoteague - Development of requested applications, contingent on A-NPDC funding and staff availability, for all requests.
Non-members
J Eastern Shore of Virginia Public Library – Development of requested applications, contingent on A-NPDC funding and staff availability, to provide improvements to the Parksley library location.

K Various, Infrastructure – Development of requested applications by subdivisions of the Commonwealth or A-NPDC Subcommittees (Transportation, Ground Water, Economic Development, and Dredging), contingent on A-NPDC funding and staff availability, to provide infrastructure improvements and/or new infrastructure.

Authorization was requested.

Commissioner Crocket moved to grant permission to develop the above listed grant applications upon request, and the organization or jurisdiction agrees to the Commission’s policy to pay for half the cost of the grant application development. Seconded by Commissioner Major, the motion carried by unanimous vote.

8. Contracts

Virginia Coastal Zone Management Program Section 306 PDC Competitive Grant for Updating the Seaside Water Trail - $200,000 Total Project Cost
The project will complete necessary improvements for accuracy (safety) and ease of use of the now decade old Seaside Water Trail. The project will also serve as a template for future creation of a sister Bayside Water Trail.

Authorization for the Executive Director to execute the contract was requested.

Virginia Coastal Zone Management Program Section 309 Enforceable Policy Grant for Working Waterfront Language and Policy - $47,500 Total Project Cost
The project will subcontract the Northern Neck PDC and the Middle Peninsula PDC to develop and implement the tools and policies needed to ensure sustainability of working waterfronts and related industry. Collaboration with the other PDCs, elected officials, localities (including zoning administrators) will be necessary to develop these draft policies, draft language, and develop a Century Waterfront program as part of the Virginia Century Farm Program.

Authorization for the Executive Director to execute the contract was requested.

Commissioner Duer moved to grant authorization for the Executive Director to execute the above listed contracts. Seconded by Commissioner Major, the motion carried by unanimous vote.
9. **Projects**

<table>
<thead>
<tr>
<th>9970</th>
<th><em>Capital Expenditures</em></th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No activity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3002</th>
<th><em>Special Administrative Cost</em></th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invoices are being paid as they are received for items that cannot be directly charged to the programs through the indirect rate. These include items like Commissioner travel, certain Attorney fees and certain staff development items.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3003</th>
<th><em>Intergovernmental Coordination and Information</em></th>
<th>Brenette Hinmon, ext. 100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Report.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3010</th>
<th><em>Planning Assistance Activities</em></th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff is providing some technical assistance to the library on obtaining grant requirement information from the Department of Housing and Community Development.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3016</th>
<th><em>Management Assistance Activities</em></th>
<th>Elaine Meil, ext. 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrative staff continue to work with clients to assist them in obtaining assistance, answering questions, and providing assistance to project and program staff with callbacks and tracking of incomplete documentation. A-NPDC receives over 3,000 individual client visits.</td>
<td></td>
</tr>
</tbody>
</table>

**COMMUNITY DEVELOPMENT PROJECTS**

<table>
<thead>
<tr>
<th>3061</th>
<th><em>Asset Management</em></th>
<th>Melissa Matthews, ext 110</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3070</th>
<th><em>Capacity Building Grant</em></th>
<th>Elaine Meil, ext 116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The draft plan was submitted to DHCD.</td>
<td></td>
</tr>
</tbody>
</table>
Economic Development Committee Activities
The next committee meeting has been scheduled for September 28 where the first complete draft of the merged CEDS/SET Regional Economic Development Plan will be reviewed.

Building Collaborative Communities Grant Activities:
The project was completed during July and has been closed out.

Regional Navigable Waterways Committee
A committee meeting was held in July and discussions were held to explore potential legislative strategies to enhance maintenance of state waterways.

Go Virginia Economic Development Initiative
Staff assisted with hosting a tour for Region 5 GO Virginia Council members at Wallops Flight Facility and Port of Cape Charles. Proposal criteria are anticipated to be made available during August and proposals will be due during Fall 2017. Staff have assisted Region 5 Council staff by providing local data and information to supplement the required Region 5 needs assessment.

VDOT Rural Transportation Planning-SPR
The methodology for mapping all sidewalks on the Eastern Shore was reviewed and a solution was found. At this point, all sidewalks visible from Google Earth along with data sent by VDOT have resulted in all sidewalks being mapped and categorized as 1) ADA compliant, 2) Non-ADA compliant but functional, and 3) Non-ADA compliant and potentially unsafe. The next step was to conduct field verifications on those sidewalks where Google Earth did not provide street views.

This month private sidewalks at Riverside Shore Memorial Hospital, all public schools, Eastern Shore Rural Health facilities and other Riverside facilities were added. The decision to add them was driven by the potential of using this data to update the Bicycle Plan and expand it into a multi-modal transportation plan that includes STAR Transit stops and areas where pedestrians frequently walk in the roadways.

A project carried over from FY17 program activities is to inventory rural roads in both counties that are private, unpaved, and unmaintained. Staff has mapped all unpaved roads in both counties and has now identified those that are private using VDOT’s Road Roster supplied by the Residency Administrator. The next step is to assess them against VDOT’s criteria for inclusion in the Rural Addition Program along with rough cost estimates.
Staff continues to look for feasible owners and/or an organization to commit to maintenance of the trail after it is built. The Virginia Department of Conservation and Recreation is potentially interested in owning the trail dependent on maintenance cost. Staff will meet with DCR after more is known about a feasible route and the cost can be estimated more accurately.

At the Transportation Technical Advisory Committee meeting on July 25, VDOT confirmed that a new signal has not yet been planned for Route 13 near the Food Lion, and regulations will not permit a pedestrian crossing at a non-signalized intersection. Therefore, the feasibility of bicyclists crossing Route 13 anywhere but at the existing traffic signal at Route 13 and Bayside/Stone Roads is deemed unsafe. Staff will investigate the feasibility of a bicycle/pedestrian bridge, crossing at the existing traffic signal, and identifying an alternate route for Phase III that may include existing roadways that intersect with the railroad right-of-way east of Route 13.

The Town and VDOT have been in contact regarding final steps for phase 2C of the project. VDOT is making preparations to identify similar steps to be discussed in an upcoming conference call.

Staff is planning a press release and additional publicity for the Sponsor-a-Highway Pilot Program (SAHPP). The first signs for the SAHPP have been installed with the Eastern Shore Watershed Roundtable on the sign for the ESRC&D and with Harley Davidson of Virginia Beach closer to the CBBT. Additionally, sponsors are working with the vendor on their contracts and more signs are in the permitting process with VDOT.

The GreenWorks Committee met July 12. The next meeting will be January 10, 2018 at the Eastern Shore Chamber of Commerce at 2pm.

Staff provided technical assistance to Waste Watchers resulting in the award of $750 in funding from Keep Virginia Beautiful for a native plants project the Town of Saxis. Staff is working with Waste Watchers and the ESCC to secure an Outreach and Education Intern. Staff is facilitating a Waste Watchers application for an Outreach and Education Campaign from the Chesapeake Bay Restoration Fund.

**PLANNING PROJECTS**

Staff is working with Waste Watchers and the ESCC to secure an Outreach and Education Intern. Staff is facilitating a Waste Watchers application for an Outreach and Education Campaign from the Chesapeake Bay Restoration Fund.
The Climate Adaptation Working Group newsletters are distributed biweekly and are all now available online. The last Climate Adaptation Work Group meeting was Tuesday, May 9. The next meeting is scheduled for August 29 at the VIMS ESL at 3:00pm.

The 2,500 updated Walking & Biking Tour of Historic Chincoteague brochures were delivered to the COC. There will be an article featuring this brochure in the Chincoteague Hitching Post including a quote staff.

Staff is working with the University of Maryland’s Environmental Finance Center on a project to be completed in the next year that will provide resilience finance strategies on the Eastern Shore.

Staff has accepted an invitation to serve on the Stormwater Management Working Group that is being formed in response to HB 1774 (Chapter 345 of the 2017 Acts of Assembly). The first meeting was in Richmond on Tuesday, July 11th, the next meeting is on August 30th. All meetings will be complete by the end of the calendar year and prior to the next session of the General Assembly.

The construction of a living breakwater at the Saxis Fishing Pier is set to begin in the coming weeks. The project was made possible by a mini-grant from the Chesapeake Bay Field Station and will serve as a demonstration pilot project for how to mitigate erosion and enhance coastal resilience along public property in a cost-effective manner.

The Ground Water Committee will meet in August. Staff has and continues to reach out to DEQ, the U.S. EPA, and private companies to acquire requested data and policy information concerning underground storage tanks, poultry water use, instances of discharge non-compliance, enforcement, etc.

Staff is working with the VT extension service to combine the annual Well & Septic Forum with the Drinking Water Clinic to be held in November. SERCAP funds are subsidizing the cost for all 200 participants in the water clinic, making the Drinking Water Clinic accessible for low-income households, registration will open in the next two weeks.

Staff has represented the Eastern Shore with a seat on the Eastern Virginia Groundwater Management Advisory Committee at monthly meetings in Richmond, the final report is complete and open for review.

A new contract has been signed with USGS, who will complete sampling of the 12 wells in the region in order to determine saltwater intrusion trends. Sampling will occur in August and results will be presented at the November Ground Water Committee meeting.

Staff is working with the Consultant on outreach videos using the ESVA groundwater model. Coordinating with the Consultant and VDEQ staff to begin the updates to the Water Supply Plans for both Counties which are due in 2018.
Household Hazardous Waste Collection

Staff has reached out to DPW and plans to hold the spring HHWC event the first Saturday in May as has been done for the last 14 years.

NFWF Enhancing Coastal Resilience on Virginia’s Eastern Shore

The project is in the process of being closed out.

A-NPDC HOUSING PROJECTS

HUD-Housing Counseling Services

Year-end report for Housing Counseling and Virginia Homeless Solutions Grant

HOUSING COUNSELING

- 2 successful applications to secure $67,489 for housing counseling and education activities
- Facilitated three VHDA Homeownership Workshops which were held at ESCC.
- Nine families who participated in Pre-Purchase Counseling and Pre-Purchase Workshops purchased housing.
- Foreclosure counseling continues to be less active than in the past nine years, however, families are still being referred by their lending institutions for counseling
- Six Post Purchase families were counseled and directed to resources to help them maintain and/or repair their homes. A second Post-Purchase Workshop was held with eight families in attendance
- One hundred one families attended a Financial Literacy Class.

Highlights

A total of 76 people attended homeownership pre-purchase workshops, the highest attendance in ten years of facilitating classes. Continued to develop relationships within the community to have a list of experts in the home buying process to call upon to be presenters at the class.

Virginia Homeless Solutions Program

- Successful application on behalf Community Partners of the Eastern Shore which provides $241,173 in funding for shelter operations, rapid re-housing and homeless prevention.
- Provided 209 assessments through the homeless coordinated assessment process
- Homeless Prevention financially served 10 households
- Rapid Rehousing financially served 27 households
- Received an award of $4,380 in additional Rapid Rehousing Funds
- Provided coordinated assessment training to ESCADV and A-NPDC Conducted 32 VHSP habitability inspections.
Highlights
As Liaison - Community Partners Of The Eastern Shore (CPES)
- Revised and adopted bi-laws
- Adopted Rapid Rehousing Benchmarks and Standards
- Revised CPES website
- Homeless Services
- Served more families with less money than ever before

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).

Staff has developed the CPES Performance Standards and Policies (PSP). The PSP draft may be found on the CPES website at www.cpesva.org.

Staff has completed the Coordinated Entry Process Self-Assessment. A copy of the assessment may also be found at www.cpesva.org. Coordinated Entry is a consistent, streamlined process for accessing the resources available in the homeless crisis response system. Staff actively participates on the Coordinated Entry Committee with the BoS. CPES must achieve full compliance with all Coordinated Entry requirements established by the HUD Coordinated Entry Notice CPD-17-01 by the January 24, 2018 deadline.

Accomack County VA HMGP 1491-001-037

2004 Elevation Project

Last correspondence January 15, 2013.

Accomack County VA HMGP 4024-012

Elevation Project

Project closeout documentation has been submitted to VDEM. The new application that was submitted for Accomack County recently will be reviewed in September, according to Amy Howard at VDEM.

Executive Directors Report

VAPDC Conference
Commissioners and staff attended and heard a presentation regarding the Port of Virginia as well as other presentations. Cape Charles Harbor was mentioned and while the Port does not have a project they stated they continue to look at the harbor. At the request of Chairman Hart and Commissioner Hogg staff is trying to set up a further discussion with the port. The Port has so far not responded.
Eastern Shore Socio-economic Impacts of Conserved Land
The final report is complete and a copies will be available at the meeting for those who want a full copy.

RC&D Council
A newspaper advertisement has been placed accepting applications for two representatives to the RC&D Council. One application was mailed but has not been returned.

Request for Assistance
None received.

11. Chairman’s Report

No report was given at this time.

12. Other Matters

No other matters were discussed at this time.

13. Adjournment

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

__________________________________
Donald L. Hart, Jr.
Chairman

Copy Teste:

____________________________
Elaine K. N. Meil
Executive Director