

AT A CONTINUED MEETING of the Nelson County Board of Supervisors and the Nelson County Planning Commission at 6:00 p.m. in the Former Board of Supervisors Room located on the fourth floor of the Nelson County Courthouse, in Lovingston, Virginia.

Present: Jesse N. Rutherford, East District Supervisor –Chair
Robert G. “Skip” Barton, South District Supervisor – Vice Chair
Thomas D. Harvey, North District Supervisor
J. David Parr, West District Supervisor
Candice W. McGarry, Director of Finance and Human Resources
Amanda B. Spivey, Administrative Assistant/Deputy Clerk
Mary Kathryn Allen, Planning Commission, South District, Chair
Michael Harman, Planning Commission, West District
Philippa Proulx, Planning Commission, North District
Charles Amante, Planning Commission, East District
Dylan M. Bishop, Director of Planning and Zoning
Emily Hjulstrum, Planning and Zoning

Absent: Ernie Reed, Central District Supervisor
Robin Hauschner, Planning Commission, Central District

I. CALL TO ORDER (Chairman Rutherford and Chairperson Allen)

Mr. Rutherford called the continued meeting to order at 6:00 p.m. with four (4) Supervisors present to establish a quorum and Mr. Reed being absent. Ms. Allen called the Planning Commission meeting to order with four (4) Commissioners present to establish a quorum and Mr. Hauschner being absent.

II. WELCOME AND INTRODUCTIONS (Chairman Rutherford)

Mr. Rutherford thanked everyone for taking time to be present as they began work on updates to the Comprehensive Plan. He introduced Berkley Group staff – Chris Musso, Catherine Redfearn and Kelly Davis. He noted the ride along tour of the County conducted earlier in the day. He reminded everyone that the Comprehensive Plan would help guide the future for Nelson County.

III. PRESENTATION ON COMPREHENSIVE PLAN UPDATE (Berkley Group)

Ms. Davis, Planning Director at Berkley Group, explained that the purpose for the kickoff meeting was to hear everyone’s thoughts and aspirations for the County, as well as to provide initial feedback on the how they plan collect that same information from citizens. She noted that the Berkley Group was a local government consulting firm that specialized in land use planning but that they also provided other services as many of their employees had previous work experience in local government. She introduced Catherine Redfearn as Project Manager and Chris Muzzo as a Planner.

Ms. Redfearn took over the meeting. She explained that a Comprehensive Plan was essentially a road map for the community to be used as a long range vision for where the community is and where it wants to be in the future. She noted that it was not the Zoning ordinance or the Subdivision ordinance, rather it was a public policy document that would be used to set the framework for an update of the Zoning ordinance and Subdivision ordinance. She explained that the Comprehensive Plan was also legally required by the State of Virginia.

Ms. Redfearn explained that the Comprehensive Plan helped the community assess existing conditions, establish a vision and set goals, set direction for future changes and identify implementation strategies. She noted that the Comprehensive Plan addressed a little bit of everything - transportation, land use, historic and natural resources, local economy, housing, as well as community facilities and services. She pointed out that transportation and land use were the two most important topics in the Comprehensive Plan and noted they were also required by the State of Virginia. She explained that Berkley Group would work with the County to ensure that transportation projects were compliant with VDOT plans and requirements but also reflected the needs of the community. She noted that VDOT required a 729 review of the plan which would ensure that anything put into the plan met state code.

Ms. Redfearn noted that an important part of comprehensive plan was the Future Land Use Map. She explained that it put together the different policies and goals showed them on a map and how they would reflect in the community.

She explained why Comprehensive Plans need to be updated, noting that local priorities and vision change with time, and that the natural and built environment change with time. She noted that strategies

to achieve the plan's vision and goals must be updated and adjusted to stay on course. She reminded the group that a five-year review was legally required by Virginia State Code section 15.2-2223.

Mr. Barton asked if part of the update would help to plan for the future and noted the need for housing as an example. Ms. Redfearn noted they would help develop strategies that would address issues and opportunities for housing and community development.

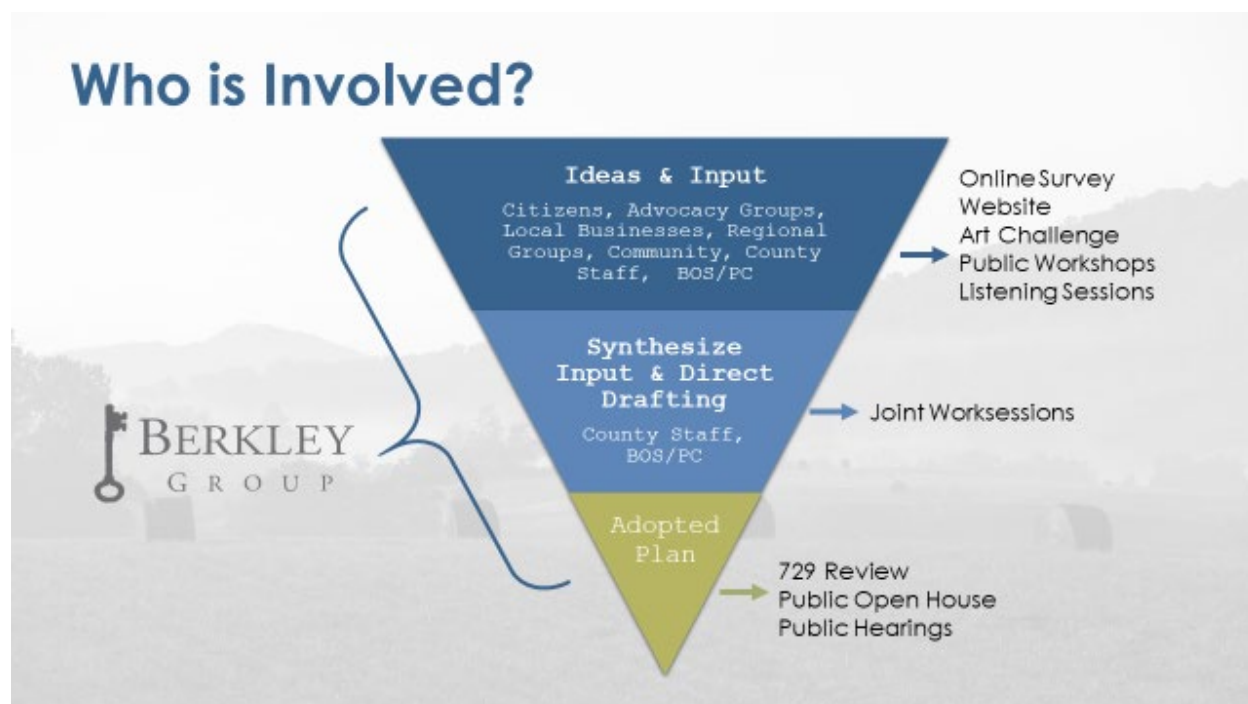
Ms. Redfearn explained that the steps to update the plan were split into three phases:

- 1 - Initiation and research
- 2 - Development of the Plan
- 3 - Review and Adoption

She explained that they were currently in Phase 1 of the plan update, noting that a diagnostic of the current plan had been completed and they were currently working on plan branding and community engagement efforts. She estimated that from start to finish, it would take about 20 months to update the plan with the final draft available Summer 2023. She added that the contract for the scope of work also included a diagnostic of the County's current ordinances at the end of the plan update process.

Ms. Redfearn noted the schedule of events and indicated that the group would need to set dates for the three public workshops.

She discussed involvement and noted that the goal was to have as many people involved in the process as possible. She indicated that Berkley Group's role would be to help facilitate the process and complete the drafting and data research.



She listed options to allow for citizens to get involved: a youth art challenge (how youth would like to see Nelson in the future), participating in the online survey, attending any/all of the three public workshops, and visiting the comprehensive plan website at www.nelson2042.com

Ms. Redfearn explained that the survey would be on the website July through August, and they could extend the deadline if needed. She noted they would still need to set the workshop dates.

She noted that the role of the Board of Supervisors and Planning Commission would be to encourage community participation, attend joint work sessions, be prepared provide input and ideas, and then review drafts and provide feedback.

Ms. Redfearn then discussed Plan Branding. Mr. Barton asked how they planned to advertise the public workshops. She explained that the workshops would need to be advertised and that Berkley Group would help facilitate the workshops. She noted that the website would help to share information with the public. Mr. Rutherford explained that he had an email group of constituents that he could communicate with as well as the utilization of social media to reach people. Ms. Davis noted that Berkley Group would work with staff to make sure that the information was shared through a variety of mediums including a draft press release that could be provided to local media. Mr. Barton suggested that churches would also help

reach larger groups of people. Ms. Bishop noted that part of the plan was to try and send a mass mailer to all County residents.

Ms. Redfearn presented the proposed plan branding to be used on all of the documents. She noted they had not come up with a title for the plan but it would come through the visioning process. The group was happy with the proposed plan branding and colors used.



Ms. Redfearn then asked for feedback on the draft survey. The group conducted a review of the questions on the survey.

Mr. Rutherford asked if the selections could be randomized so that people would have to read through all the selections. Ms. Redfearn noted that the online survey had the ability to mix up the answers. Ms. Allen stressed the importance of having surveys available online for those folks who may not be able to attend the public workshops. Mr. Musso noted that people tend to be more responsive and honest on an online survey rather than in person. Ms. Proulx suggested the addition of ride share as an option for Question 10.

Mr. Rutherford noted the inclusion of broadband on the survey and that it is in fact on the way to all citizens. He did not see that it would be relevant to the survey if the people responding to the survey would have service in the next few months. Ms. Redfearn noted that if broadband was not an issue, it wouldn't show up in the data. The group decided to remove broadband from questions 2, 3, and 13 while keeping it in question 21.

The group discussed the demographic questions and made the following changes to Question 15: Afton would be included with the option for Rockfish, Piney River and Massies Mill would be added with the option for Roseland, Tyro would be included with the option for Montebello, Arrington would be added as an option and the final response would be changed from "Another Locality" to "I don't live in Nelson County."

Ms. Redfearn noted she could randomize the order of survey questions as well as the answer selections. She noted if any other edits or questions were thought of, they could be submitted to Ms. Bishop by Friday, June 3rd.

Ms. Redfearn introduced the Nelson County 2024 Comprehensive Plan website, www.nelson2042.com to the Board and Planning Commission. She showed the Project Progress section at the bottom of the home page which would provide the progress of each phase of the Comprehensive Plan update.

She showed the group the Get Involved Page which provided links to the Idea Wall, Youth Art Challenge, Public Input Survey and the Public Workshops. She noted information would be added once the dates, times and locations were selected for the workshops.

Mr. Rutherford asked if individuals would be able to take the online survey multiple times through the website. It was noted that was a disadvantage to having an open link survey, but the potential abuse could be reduced by limiting the responses permitted by each IP address.

Ms. Redfearn noted the subscribe feature which would allow citizens to receive updates on the Comprehensive Plan via email. She explained that the Youth Art submissions could be provided by mail or email. She highlighted the Idea Wall, noting it made the website more interactive and allowed for people to post ideas and suggestions as well as commenting on the ideas posted to the wall by others. The group voiced concerns about having the reply function for comments but agreed to test it out and modify the current setup if it created management issues.

She then showed the Document Library on the website, noting it would contain Review Plan Drafts and Summaries, as well as Quick Links and Planning Resources to provide helpful information. She introduced the Frequently Asked Questions (FAQ) page which contained answers to typical questions asked. She explained that the website was live and the group would be able to view the page from home and provide any feedback. She also noted that they were still working out some issues with the mobile website. She explained that they were looking to have the website completed by June 15th.

Ms. Redfearn reviewed the Comprehensive Plan Diagnostic noting it was an assessment of Nelson County's current comprehensive plan. She explained that the plan was assessed for compliance with Virginia State Code: Title 15.2, Chapter 22, Article 3 and also assessed for best practices, clarity and readability.

Ms. Redfearn reviewed the Code of VA compliance key findings (required items):

- 1: Update data to reflect current community conditions and populations projections
- 2: Update Transportation section to meet VDOT requirements including VTRANS and other studies
- 3: Address code required topics such as affordable housing, manufactured housing
- 4: Review and update the Designated Development Areas, and incorporate into the future land use map, as needed

She then reviewed the Best Practices Key Findings (optional items):

- 1: Encourage and document authentic participation by a diverse cross section of the community
- 2: Expand discussion of housing, housing types, equity, and affordability; plan for the needs of disadvantaged populations
- 3: Include an Implementation Matrix in the implementation section with actions and accountability for each strategy
- 4: Update plan structure for readability and use; draw connections between issues, opportunities and strategies. She noted that part of the plan was to create an implementation matrix that would provide clear actionable steps to help get from point A to point B.

Ms. Redfearn then conducted a review of the 2014 Plan Structure.



She then provided an example of a sample plan structure for the updated plan.



She explained that the implementation matrix would list out the projects for completion in order to achieve the policies and goals laid out in the Comprehensive Plan. She noted that the matrix could be helpful in the annual review of the plan.

IV. QUESTIONS AND ANSWERS

Ms. Allen noted that housing was a big issue. She commented that everyone wanted business but not necessarily in certain parts of the county. She hoped this would help to guide businesses to the areas preferred. Mr. Rutherford noted the desire to bring business to the 29 corridor, but what to bring first – housing or business or the work force. Ms. Proulx noted there were people who came into Nelson to work.

Ms. Allen noted declining school enrollments which were additionally impacted by COVID. She stressed the need to sell Nelson to bring people in or keep them here to live and work. Mr. Parr noted a residential community was not a sustainable tax base and felt they needed to encourage commercial growth in a balanced way. Ms. Proulx wanted to ensure that they received input from the community not just the group meeting for the kickoff. Ms. Davis noted that this was just the first step of the process and the questions would be asked of the community and data gathered. Mr. Rutherford also noted the value of staff perspectives. Mr. Barton felt the government should serve the people and noted the need for education and recreational opportunities. He noted people did want to come to Nelson because of the beauty and community but indicated there was a need for affordable housing.

Ms. Allen noted there would be a wide variety of feedback from families with children, people who came here to retire, and people who have lived here for a long time. The group identified workforce development as a greater focus in the new plan, along with education.

The group discussed drawing businesses to Nelson and the potential economic drivers and industrial sectors that would be most desirable for the County. Ms. McGarry noted the need for infrastructure to draw businesses in. Ms. Davis noted that the comprehensive plan could designate areas where businesses should go and then they could work to get water and sewer to support those areas. She noted that zoning ordinance updates could allow more density in the areas where those services are provided. Mr. Musso noted there needs to be consensus on how to grow and where to grow and what they want to see Nelson County look like in 2042.

Ms. Proulx asked about the industrial business park in Colleen with CVEC. Mr. Rutherford noted that California Sidecar and Blue Mountain were the additions to the business park. The group asked what the County should do with an industrial park that is not being fully utilized.

Ms. Redfearn noted that the next steps for Berkley Group would be finalize website and survey. She reminded the group to provide any feedback.

Ms. Bishop suggested the following dates for public workshops: July 13, 2022, July 20, 2022 and August 3, 2022. The group was in agreement on the public workshop dates as suggested. Ms. Bishop noted they were considering holding the workshops at the High School or Nelson Center, Rockfish Valley Community Center, or the Heritage Center. Ms. Redfearn explained that each of the public workshops would have a presentation by Berkley Group and then the citizens would participate in small group

exercises. Ms. Allen suggested that the Nelson Center may not have enough space and that the High School would be a better option. Mr. Rutherford noted they should coordinate to have two Board members and two Commission members attend each of the workshops. Ms. Allen suggested a 6:30 p.m. start time to allow folks coming from work to attend. The group was in agreement on the start time and that Ms. Bishop would coordinate the details of the workshop locations and who would attend from each Board. Ms. Davis reminded the group that the workshops were an opportunity to hear from the public and asked that any Board or Commission members attending to spend the time listening to the public input.

Ms. Redfearn reminded the group that any feedback on the website or survey would need to be received by Friday, June 3, 2022.

Ms. Redfearn noted they were looking to hold listening sessions with community groups, possibly on the same day as the public workshops. Ms. Bishop indicated that she had a few groups in mind and would work to provide a list to Berkley Group.

Mr. Rutherford asked about next joint meeting between the Board and Commission. Ms. Redfearn noted that they would meet bi-monthly and the next meeting would be scheduled at a later date.

V. OTHER BUSINESS (AS MAY BE PRESENTED)

The Board and Planning Commission had no further business to discuss.

VI. ADJOURNMENT

At 7:40 p.m., Mr. Parr made a motion to adjourn to the meeting, Mr. Barton seconded the motion. Mr. Rutherford called for a vote of acclamation, and there being no objections to the motion the meeting adjourned.

Ms. Proulx made a motion adjourn the Planning Commission meeting and Mr. Amante seconded the motion. There being no objections, the meeting adjourned.