

1 Work Session Summary of the Planning Commission of the County of Henrico held in the
2 Manager's Conference Room, County Administration Building in the Government Center
3 at Parham and Hungary Spring Roads, beginning at 5:30 p.m., November 10, 2021
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Members Present: Mr. William M. Mackey, Jr., Chairman (Varina)
Mrs. Melissa Thornton, Vice Chairman (Three Chopt)
Mr. Gregory R. Baka (Tuckahoe)
Mr. Robert H. Witte, Jr. (Brookland)
Mr. C.W. Archer, C.P.C. (Fairfield)
Mr. R. Joseph Emerson, Jr., AICP, Director of Planning
Secretary
Mrs. Patricia S. O'Bannon (Tuckahoe)
Board of Supervisors' Representative

Also Present: Ms. Jean M. Moore, Assistant Director
Mr. Ben Sehl, Senior Principal Planner
Ms. Rosemary Deemer, AICP, County Planner IV
Mr. Fred James, Telecommunications Administrator, IT

5 **The Commission convened a work session in the Manager's Conference Room at**
6 **5:38 p.m.**
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8 Mr. Mackey called the work session to order, then turned the meeting over to the
9 Secretary of the Planning Commission, Mr. Joe Emerson, Director of Planning.
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11 Mr. Emerson stated staff was going to provide an update on the Comprehensive Plan as
12 well as discuss potential changes to the Commission's Rules and Regulations.
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14 Ms. Deemer explained efforts were underway to update the 2026 Comprehensive Plan in
15 accordance with State Code requirements. The process officially began at the January
16 Board Retreat with a presentation by the consultants hired to assist staff on the project.
17 A major take-away from the retreat was the need to get the public engaged.
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19 Ms. Deemer reviewed the planning process and schedule for the update. Phase 1
20 (Initiating the Project) included a management plan for the project, as well as developing
21 a website and associated branding. This phase was completed in May 2021. Currently in
22 Phase 2 (Analyzing Trends and Conditions), staff, the consultants and various
23 subconsultants are working on several existing condition reports, which will be provided
24 to the Commission for their feedback. During this time the website was launched, as well
25 as two surveys – one a general community survey, the other a Recreation and Parks
26 survey. The first set of community engagement opportunities are anticipated to occur in
27 early spring.
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29 The third phase (Evaluating Growth Alternatives) will provide an opportunity to simulate
30 different land use and development choices and determine how those choices might
31 impact community character, the transportation system and the county's fiscal health.
32 This phase will include another opportunity to engage with the public.

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34 In Phase 4 (Developing the Plan), the project team will take the outcomes of the first three
35 phases and develop a complete draft comprehensive plan for public review. The final
36 phase (Phase 5: Adopt and Implement the Plan) will entail adoption of the plan following
37 public hearings before the Planning Commission and Board of Supervisors. It is
38 anticipated the process will be completed by late spring of 2024.

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40 Ms. Deemer then provided the Commission with a brief overview on population, housing
41 units, household income and employment information compiled following the release of
42 2020 general Census data. She then briefly reviewed the pending existing conditions
43 reports on the transportation network and recreation and parks.

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45 Finalizing her presentation, Ms. Deemer provided a status update on public engagement
46 efforts. A logo and tagline (HenricoNext: Together Toward Tomorrow) were developed
47 and designed with the assistance of staff from Public Relations. A project website
48 dedicated to the plan update process was launched in August. It will be the hub for people
49 to learn about the process, review documents as they are completed and share their
50 comments and ideas. A general Community Survey and a Recreation and Parks User
51 Survey were launched in September. The results of the survey will help inform
52 development of the Plan.

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54 Members of the Commission asked general questions about survey returns and the
55 website at the conclusion of the presentation. Mr. Emerson noted staff will be bringing the
56 various existing conditions reports to the Commission during future work sessions.

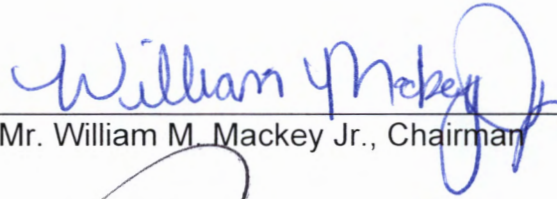
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58 Mr. Sehl discussed potential changes to the Commission's Rules and Regulations, which
59 were last updated in 2017. The recent adoption of new Zoning and Subdivision
60 Ordinances changed how plans of development and subdivisions are processed, which
61 resulted in no longer needing the second monthly Commission meeting. Other items,
62 such as meeting hours, how companion rezoning and provisional use permit cases might
63 affect the limit of new applications, and updating terminology to be consistent with State
64 Code, were discussed.

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66 Mr. Emerson explained changes to the nomination procedures for the new slate of officers
67 could be addressed as early as December, in anticipation of the January reorganization
68 process. A general discussion on the Commission's Rules and Regulations and Roberts
69 Rules of order ensued.

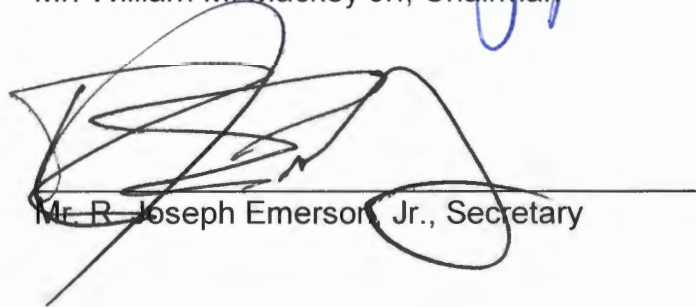
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71 Mr. Sehl indicated the Commission wasn't expected to act on the item this evening.
72 Members were asked to review the proposed changes and contact him or Leslie News
73 with any questions. A discussion item to consider adoption of the revisions would be
74 added to the December agenda.

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The Commission recessed their work session at 6:40 p.m.



Mr. William M. Mackey Jr., Chairman



Mr. R. Joseph Emerson Jr., Secretary