CITY OF POQUOSON

ECONOMIC DEVELOPMENT AUTHORITY

MAY 3, 2016

Regular Meeting

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Regular Meeting

May 3, 2016 8:30 am

Poquoson City Hall – Council Chambers

A. ROLL CALL

CONSENT AGENDA

B. APPROVAL OF MINUTES
April 1, 2016 – regular meeting

C. REPORT OF THE SECRETARY
a. None

DISCUSSION AGENDA

D. PUBLIC COMMENT

E. NEW BUSINESS
a. Introduction of new Director – Kristen Webber

F UNFINISHED BUSINESS
a. Election of Treasurer
b. EDA Retreat

G. STAFF ACTIVITIES - verbal
a. City Council April 12, 2016 Retreat Re-cap
b. Next Meeting Date Discussion

H. ADJOURNMENT

POQUOSON ECONOMIC DEVELOPMENT AUTHORITY

Board of Directors Annual Meeting
April 1, 2016, 8:30 a.m.
Poquoson City Hall – Council Chambers

PRESENT: Donald F. Booth, Jr., Chairman
Henry L. Freeman, Director
Alan E. Meetze, Director
Walter E. Apelt, Director

David Callis, Economic Development (ED) Director
Charity Gavaza, Economic Development (ED) Coordinator
Kevin M. Wyne, Planner
D. Wayne Moore, City Attorney
Mary J. "Evie" Insley, Secretary

ABSENT: Timothy O. Trant, II, Vice Chairman
P. Craig Moore, Treasurer/Director
Angela Ward-Costello, Director

Chairman Booth called the meeting to order at approximately 8:30 a.m. in the Council Chambers located at 500 City Hall Avenue.

APPROVAL OF THE CONSENT AGENDA

Director Freeman moved, seconded by Director Meetze, to approve the Consent Agenda as submitted. Recorded vote on the motion:

YES: Directors Freeman, Meetze, Apelt and Chairman Booth.

NO: None.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

1. *Comprehensive Plan Process Overview.*

Planner, Kevin Wyne, provided the following information with regard to the upcoming Comprehensive Plan (Comp Plan):

- The Commonwealth of Virginia requires the adoption of the Comp Plan and dictates its review at least once every five (5) years.
- The last complete update of the Comp Plan was December 2009.
- There have been small amendments to the Comp Plan in the past 5 years which, along with the Legacy PUD-MU have restarted the 5 year clock.
- The Planning Commission began the update process two months ago.
- The Comp Plan contains 10 chapters and 343 pages.
- Chapter 4 is designated Economics and contains three (3) sub-elements
    1. Economy
    2. Public Finance
    3. Economic Development
- There will be two committees formed, Steering Committee and Community Participation Team, it is anticipated that the EDA will be asked for a representative to volunteer on the Steering Committee.
- The Comp Plan relies on citizen input for the vision of how Poquoson should grow and develop.

In response to the Directors' inquiries, Mr. Wyne stated:

- That the target for a public hearing on the Comp Plan is at least 18 months in the future;
- That the entire process of updating the Comp Plan could take 18 to 24 months;
- That the Comp Plan is utilized regularly as a guide for the goals and objectives, prospective land use changes, zoning changes and the Capital Improvements Program;
- That the information in the current Comp Plan is outdated but was based on the best information at that time in coordination with the Weldon Cooper Center, UVA;
- That developments such as Legacy and Victory Cove affect the housing and population numbers in the current Comp Plan.

2. *Discussion of a Possible EDA Retreat for Review/Update of EDA Goals, Objective and Strategies*

Although favorably discussed, no firm date was set for a possible off site retreat to review EDA goals, strategies, mission and vision statements until direction of Council could be obtained.

3. *Election of Officers*

Prior to the election of officers, Chairman Booth announced the receipt of a letter of resignation from Director Moore which was accepted with regret.

Director Freeman moved, seconded by Director Meetze, to re-elect Donald Booth as EDA Chairman. Recorded vote on the motion:

YES: Directors Freeman, Meetze and Apelt.

NO: None.

ABSTAIN: Chairman Booth.

Director Freeman moved, seconded by Director Apelt to appoint Alan Meetze as Vice Chairman. Recorded vote on the motion:

YES: Directors Freeman, Apelt and Chairman Booth.

NO: None.

ABSTAIN: Director Meetze

Director Freeman moved, seconded by Director Meetze to re-elect Mary "Evie" Insley as Secretary. Recorded vote on the motion:

YES: Directors Freeman, Meetze, Apelt and Chairman Booth.

NO: None.

Director Freeman moved, seconded by Director Apelt to postpone the election of a Treasurer until the next meeting. Recorded vote on the motion:

YES: Directors Freeman, Meetze, Apelt and Chairman Booth.

NO: None.

STAFF ACTIVITIES

1. David Callis, Economic Development Director, reported that the Poquoson Kiwanis will be working on the refurbishment of the Teen Center, to include landscaping and painting, on Saturday, April 2nd, with April 9th as the rain date.

2. Charity Gavaza, Economic Development Coordinator, reported that Sandy Brinson had contacted the ACOE about the delineation of the Lotkowictz property, but was not given a definite date yet. Ms. Gavaza will touch base with Sandy next week.

3. Ms. Gavaza advised that the small parcel along Victory Boulevard on which the EDA permitted the City to create an artificial wetland is currently under construction. This development is proposed to give the City valuable TMDL points.

4. City Attorney Wayne Moore stated that City Council was recently informed of the creation of the first mini-park under construction on Wythe Creek Road in front of Fire Station #1, which will be the first of several such parks.

5. Attorney Moore also noted that construction was underway for the Messick Point breakwater and asked when the grant for its second phase is to be filed. In response, Mr. Callis advised that the application was submitted to the VA Port Authority on the

deadline date of March 1, 2016. Activities for the current breakwater grant eligible for reimbursement must be completed by the June 30th.

Additionally, the Directors emphasized that if the Planning Commission extended an invitation to the EDA for a member to serve on the Comp Plan Committee, someone needed to volunteer for this very important endeavor.

The next meeting of the EDA was scheduled for be May 3, 2016 at 8:30 a.m.

ADJOURNMENT

Chairman Booth then adjourned the meeting at approximately 9:05 a.m.

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Chairman Secretary