



**Community Participation Team  
Agenda**

**Ashland Branch Library (Meeting Room A/B)  
201 S. Railroad Avenue  
Ashland, VA 23005**

**Thursday, July 14, 2022  
6:00 p.m.**

- I. Call to Order**
- II. Adoption of Agenda**
- III. Citizens' Time**
- IV. Organizational Items**
  - a. Introduction of New Members**
  - b. Appointment of Team Facilitator/Leadership**
    - i. Elect Chair**
    - ii. Elect Vice Chair**
  - c. Approval of Minutes: June 8, 2022**
  - d. Project Team Announcements + Comprehensive Plan Progress Update**
- V. Old Business**
  - a. Review/Endorsement of the Charter + Engagement Guidelines**
  - b. Review/Endorsement of the Vision Statement**
  - c. Review/Endorsement of Rural Characteristics**
- VI. New Business**
  - a. Practice Run: Land Use Workshop Activity**
- VII. Adjournment (Next Meeting Date: To Be Determined)**



**ENVISION HANOVER**  
**Community Participation Team**  
**Regular Meeting**  
**Mechanicsville Branch Library**  
**June 8, 2022**  
**6:00 p.m.**

**VIRGINIA:** At the inaugural meeting of the Envision Hanover Community Participation Team held in the Mechanicsville Library on the 8<sup>th</sup> day of June, 2022, at 6:00 p.m.

**Present:**

Douglas Scott Macdonald – Beaverdam Magisterial District  
Jason Voorhies – Chickahominy Magisterial District  
Kristie Proctor – Cold Harbor Magisterial District  
Patty Thomas – Mechanicsville Magisterial District  
Alan Abbott – Ashland Magisterial District  
Edmonia Iverson – Beaverdam Magisterial District  
Steve Hadra – Chickahominy Magisterial District  
Fred McGhee, Jr. – Cold Harbor Magisterial District  
Jerry Bailey – Henry Magisterial District, Planning Commission Vice Chairman  
Randy Whittaker – Mechanicsville Magisterial District, Planning Commission Chairman  
Larry Leadbetter – South Anna Magisterial District

**Staff:**

David Maloney – Director of Planning  
Todd Kilduff – Deputy County Administrator  
Andrew Pompei – Principal Planner and Project Manager  
Lisa McGee – Executive Assistant

**I. Call to Order**

David Maloney, Director of Planning called the meeting to order at 6:02 p.m.

**II. Adoption of Agenda**

Mr. Maloney asked members of the Community Participation Team if any changes to the agenda were recommended or needed. With no changes identified, the agenda was approved.

**III. Team Organization**

After individual introductions, Mr. Maloney turned the floor over to Andrew Pompei, Principal Planner and Project Manager. Mr. Pompei shared that the CPT is made of up 14 members: 7 Planning Commissioners and 7 residents of Hanover County representing each magisterial district and appointed by the Board of Supervisors. The terms of their service on the CPT will be until the adoption of the final plan, which is expected to be in the summer of 2023, or if they need to resign. Mr. Maloney noted that the CPT will be asked to select a Chair and Vice Chair at the next meeting. The CPT will take action based on a consensus.

**a. Review/Endorsement of the Charter + Engagement Guidelines**

Mr. Pompei presented the draft charter and explained that this represents the overall purpose of the Community Participation Team (CPT). Further, he shared that the CPT is charged with encouraging community participation by residents, business owners, and other stakeholders in the Comprehensive Plan update.

The CPT is expected to meet regularly, with at least eight meetings during the course of the project. Alan Abbott asked if it was possible to hold these meetings virtually. Mr. Maloney explained that there are certain state requirements to holding a meeting virtually, so he will research that and report back to the CPT at its next meeting.

Scott Macdonald asked if there are any concerns that not all of the citizen representatives are appointed yet. Mr. Maloney said they will be meeting individually with newly-appointed members to update them on the status of the CPT and the work it has completed.

**CPT Action: Charter to be endorsed by consensus at the next meeting.**

**b. Discussion: Team Facilitator/Leadership (Chair + Vice Chair)**

At the next meeting, CPT members will select a chair and vice chair. Randy Whittaker asked if the Chair and Vice Chair could consist of a community member and a Planning Commissioner. Mr. Maloney stated that it could, if that is the desire of the CPT and individuals are selected by consensus. Larry Leadbetter asked if all members could get each other's contact information and if it could be placed on the Envision Hanover website. Mr. Maloney explained that information will be shared with CPT members, but he is still working on a request through Hanover County Information Technology to assign county emails to all participants.

**IV. Introductory Presentation + Discussion**

**a. Introduction to the Team + Planning Process**

Mr. Maloney began by explaining what the Comprehensive Plan is and what role it plays in the future development within Hanover County as follows:

- **What is the Comprehensive Plan?**
  - Serves as a long-range guide for growth and development for the County.
  - Addresses a variety of topics, such as land use, transportation, and community facilities.
  - Identifies objectives and strategies to realize the community's vision.
- **Why is the Comprehensive Plan Important?**
  - Referenced by Board of Supervisors, Planning Commission, and other stakeholders as decisions are made regarding the future.
  - Considered when evaluating different policies and proposals, such as rezonings, conditional use permits, Capital Improvement Program (CIP).

The current Comprehensive Plan was adopted in 2018 and requires an update every five years. Mr. Maloney explained that one of the critical concepts presented in the plan is to direct development to the Suburban Service Area (SSA). While the SSA makes up 22% of the County's total land area, there is a goal that it accommodate 70% of residential growth. He shared that as the CPT goes through this process, members will be asked to describe what the SSA should look like at this point in time.

### Update process

Mr. Maloney explained that under state code, localities must undertake a detailed review of their Comprehensive Plans no less than every 5 years. Hanover has followed this requirement diligently. Mr. Pompei added that this update launched in the fall of 2021 when Hanover County contracted with EPR PC, a consulting firm, to assist with this project. Earlier this year, Open House-style community meetings were held to solicit input from the community. Additionally, “drop-in” events and a virtual open house have been held for the same purpose.

#### **b. Roles + Responsibilities**

The CPT is charged with the following tasks:

- Assist staff and the consultant to identify issues of concern to residents.
- Participate in and observe public meetings.
- Actively encourage stakeholders to participate and engage in the planning process.
- Share information with different community groups.
- Review feedback provided at engagement events/activities.
- Serve as a “sounding board” for ideas regarding recommended goals and implementation strategies.

After discussion, it was decided that 6:00 p.m. would remain the starting times for future meetings. Those meetings will be held throughout the county. Mr. Maloney asked that CPT members provide any definite dates to avoid for future meetings to Mr. Maloney and Mr. Pompei.

**CPT Action: provide dates to avoid for upcoming meetings to Hanover County Planning**

#### **c. Summary of Public Involvement**

Mr. Maloney asked if the CPT would like to add a time for citizens’ comments at the beginning of the meetings. The consensus was yes.

#### **d. Moving Forward**

Mr. Pompei shared the schedule through December 2022 and reiterated that, at least initially, the CPT should anticipate meeting monthly.

Next steps include:

- Review/Discuss/Endorse Vision Statement
- Begin Discussions Regarding Key Growth Management Tools/Policies
- Begin Discussion Regarding Land Use

#### **e. Discussion**

Mr. Leadbetter asked about the transportation and Economic Development components and how that would be coordinated with other areas of the Plan. Mr. Maloney explained that transportation will follow land use and Economic Development, because that is driven by land use and economic development.

Mr. Pompei explained that the current plan does not have overarching vision statement and that will be a task for the CPT at the next meeting.

### **V. Vision Statement: Review + Discussion**

Mr. Maloney returned to the draft vision statement in participants’ packages. This vision statement draft was developed from comments that have been received from members of the public.

**VI. Defining Rural: Review + Discussion**

Mr. Maloney and Mr. Pompei explained the need to address a definition of “rural”. After discussion, it was decided to change from a hard and fast definition to a list of characteristics found in a rural community.

Other discussion involved the inclusion of solar and other renewable energy technologies within the Plan and the number of people are moving into the county on an annual basis and how that impacts the SSA.

**VII. Adjournment (Next Meeting Date: To Be Determined)**

Prior to adjournment, citizens had an opportunity to speak.

With no further business, Mr. Maloney adjourned the meeting at 7:35 p.m.

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David Maloney  
Director of Planning

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Andrew Pompei  
Principal Planner

DRAFT



### **Summary of Changes Made Since June Community Participation Team (CPT) Meeting**

At its meeting on July 14, 2022, the CPT will review several documents that were discussed at the previous meeting (June 8, 2022). Based upon feedback provided by members, the project team revised those documents. Members will have an additional opportunity to recommend any changes.

- **Charter: Community Participation Team**

Added section about members participating remotely in certain instances (based upon consultation with the County Attorney's Office).

- **Vision Statement**

No changes were made to this document.

- **Characterizing Rural**

Reformatted to list characteristics typical of rural areas (instead of having a formal definition of *rural*).



## **OVERALL PURPOSE**

The Community Participation Team:

- Encourages residents, business owners, and other stakeholders to participate in the Comprehensive Plan update process; and
- Provides feedback on recommended strategies and planning concepts prepared by staff, the consultant, and/or the Planning Commission.

The Community Participation Team is an advisory group that supports the Planning Commission as it prepares a draft plan for consideration by the Board of Supervisors. While the Planning Commission has official review responsibilities and the Board of Supervisors maintains decision-making authority on the Comprehensive Plan, input from the Community Participation Team will help ensure that a range of perspectives are received during engagement efforts and factored into the plan's vision and implementation priorities.

## **COMPOSITION**

The Community Participation Team consists of:

- Planning Commission (7 members); and
- Seven (7) residents of Hanover County representing each magisterial district and appointed by the Board of Supervisors.

Residents appointed to serve on the Community Participation Team should represent different stakeholder groups and interests that align with the focus areas addressed in the Comprehensive Plan (e.g. Land Use, Transportation, Economic Development, Housing, Active Living, Environment, Resiliency, etc.).

## **TERM**

Members will serve on the Community Participation Team from appointment until the updated plan is adopted (Anticipated Adoption Date: August 2023).

If a member resigns or is otherwise unable to serve, the Board of Supervisors may appoint a new member to fill any vacancy.

## **MEETING FREQUENCY**

The Community Participation Team will meet at the beginning and end of each phase of community participation (see the Public Engagement Plan for a description of each of the four phases of community engagement). The Community Participation Team will meet at least eight (8) times during the planning process. Additional meetings may be called by the chair of the Planning Commission or Planning Director as needed to discuss a particular issue or planning concept. All meetings are open to the public and minutes of each meeting will be maintained by the Planning Department.

## **SPECIFIC DUTIES**

The Community Participation Team will:

- Assist staff and the consultant to identify issues of concern to residents.
- Assist the staff and the consultant with the development of the plan's overall vision statement.
- Participate in and observe public meetings (and facilitate small citizen group discussions where applicable).
- Actively encourage residents and stakeholders to participate and engage in the planning process.
- Share social media posts, distribute flyers, and communicate information with different community groups.
- Review feedback provided at engagement events/activities.
- Serve as a "sounding board" for ideas regarding recommended goals and implementation strategies.

## **TEAM ENGAGEMENT GUIDELINES**

As an advisory group, the Community Participation Team will provide feedback to the Planning Commission and Board of Supervisors regarding different issues related to the Envision Hanover planning process. There will not be formal votes, but decisions will be made by consensus. All team members will have an opportunity to share their ideas and viewpoints in a respectful manner and will work collaboratively to reach an agreement. If a consensus is not reached in a timely manner, the meeting minutes will reflect the areas of agreement and areas of disagreement.

To help facilitate discussion, the Community Participation Team will elect a Chair and Vice Chair. The Chair and Vice Chair will serve until the updated plan is adopted (unless they resign).

## **ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS**

- (A) The Community Participation Team does not conduct meetings wherein the public business is discussed or transacted through telephonic, video or electronic means where the members are not physically assembled in one location, except as herein provided or otherwise permitted by law. For purposes of this policy, "electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic or other similar capabilities to transmit or receive information.
- (B) When a quorum of the Community Participation Team is physically assembled at the primary or central meeting location, a Community Participation Team member may participate in the meeting through electronic communication means from a remote location that is not open to the public under either of the following conditions:



1. On or before the day of a meeting the Community Participation Team member notifies the chair of the Community Participation Team that the Community Participation Team member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and the Community Participation Team records in its minutes the specific nature of the personal matter and the remote location from which the Community Participation Team member participated.

If the Community Participation Team member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by the Community Participation Team member shall be limited each calendar year to two (2) meetings or 25 percent of the meetings of the Community Participation Team rounded up to the next whole number, whichever is greater.

2. A Community Participation Team member notifies the Community Participation Team chair that the Community Participation Team member is unable to attend a meeting due to a temporary or permanent disability or other medical condition or a family member's medical condition that requires the member to provide care for such family member, that prevents the Community Participation Team member's physical attendance; and in its minutes the Community Participation Team records this fact and the remote location from which the Community Participation Team member participated.

The Community Participation Team shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting. The Community Participation Team shall make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

- (C) Unless otherwise permitted by law, the Community Participation Team may meet by electronic communication means, without a quorum of the Community Participation Team physically assembled at the primary or central meeting location, when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the Community Participation Team is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and (ii) the purpose of the meeting is to provide for the continuity of operations of the Community Participation Team or the discharge of its lawful purposes, duties, and responsibilities.

If a meeting is conducted pursuant to this section, the Community Participation Team will:

1. Provide public notice using the best available method given the nature of the emergency contemporaneously with the notice provided to the members of the Community Participation Team;

2. Make arrangements for public access to the meeting through electronic communication means, including videoconferencing if already used by the Community Participation Team; and
3. Provide the public with the opportunity to comment at those meetings when public comment is customarily received.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held will be stated in the minutes of the meeting.

**Endorsed by the Community Participation Team on \_\_\_\_\_ .**



## BACKGROUND

As part of Phase #1 public engagement (January 1, 2022 – March 4, 2022), the project team solicited feedback from members of the public to help identify common themes that should be reflected in the vision and goals of the updated Comprehensive Plan. A series of events were held to receive feedback from stakeholders and provide information about the planning process, with 172 participants attending in-person open houses. Additionally, 392 participants completed an online survey. In all, over 4,000 comments were received.

Some key themes emerged:

- ***Preserve Rural Character***

Many respondents think that the rural character found in much of Hanover County should be maintained. Loss of farmland, forests, and open space was identified as the most critical issue Hanover County is currently facing, and the second-biggest concern looking into the future.

- ***Manage Growth***

Many respondents think that growth should be managed and directed to areas with adequate infrastructure, limiting new development within rural areas. A few comments mentioned improving the quality/aesthetics of new development, and a few others expressed interest in reinvesting in established neighborhoods and commercial areas to improve the aesthetics (and desirability) of existing communities.

- ***Maintain Good Schools***

Many comments cited high-quality schools as a community strength and thought it was important to maintain (or improve) the quality of schools during the planning horizon. Some respondents felt that the school buildings should be improved/renovated, while other commented on the quality of the curriculum.

- ***Improve the Transportation Network (including Active Transportation)***

Many respondents commented on the need to improve the local roadway network, and increased traffic/congestion was identified as one of the biggest concerns looking into the future. Some wanted improved roadway design (such as wider shoulders on rural roadways) and/or maintenance, while others thought certain roadways should be improved to address localized issues with congestion. There is also a desire to provide safe, comfortable, and convenient opportunities for walking and biking. Among respondents, there seems to be relatively limited interest in providing transit service.

- ***Provide More Parks and Recreational Opportunities***

Many respondents felt that there should be more amenitized parks and recreational opportunities for people of all ages, especially within suburban areas.

The intent of the vision statement is to address some of these common themes and describe a common vision for the future.

The current Comprehensive Plan does not have an overarching vision statement.

## **WHAT IS A VISION STATEMENT?**

A vision is the comprehensive, overarching statement of the desired future of the County. The vision is the ultimate set of ideals to which the County should aspire.

All of the goals, objectives, and implementation strategies listed in the Comprehensive Plan should support and help realize the vision.

## **DRAFT VISION STATEMENT**

In the year 2045, Hanover County has fulfilled the vision that was laid out for it a quarter century ago. As we look at the County in 2045, here is what we will see:

**Preservation:** Hanover County has preserved its rural landscapes, natural areas, and cultural resources while accommodating quality low-density residential development. The rural area of the County is characterized by a thriving agricultural economy and opportunities for small community-based businesses to prosper.

**Growth:** Growth has been directed to designated areas where public services can be provided in an efficient and fiscally-responsible manner. Safe and attractive suburban neighborhoods and business centers are flourishing and are served by sidewalks, bikeways, and a well-designed roadway network connecting them to nearby amenities.

**Quality of Life:** Residents of all backgrounds, no matter where they live in the County, have access to quality employment and housing opportunities that meet their household needs. Hanover County continues to serve its residents with outstanding public safety, public schools, parks, libraries, and other facilities and services.



## BACKGROUND

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As part of this outreach, citizens were asked to help define *rural*, since there is not a definition of *rural* in the current Comprehensive Plan. Below is a table showing how those participating in the in-person open houses on online survey responded to the prompt “What does rural mean to you?”

Comment Topic	Open Houses	Online Survey	Total
Agriculture/Farming/Forestry	78	195	273
Large-Lot Residential Development	58	156	214
Open Space	50	147	197
Sense of Community	29	25	54
Rural Roads/Low Traffic	17	33	50
Natural Resources/Outdoor Recreation	20	27	47
Minimal Services + Infrastructure	15	29	44
Quiet	7	32	39
Small Towns/Villages with Small-Scale Businesses	2	25	27
Dark Night Skies	7	7	14

## DRAFT: DEFINING RURAL (CONCEPT #1)

Based upon the public feedback received, a draft definition of *rural* was prepared:

Rural areas in the County are areas separated from suburban growth with significant open space, scenic views of fields, farmland, and forests and limited development. In historic villages and crossroads communities, there may be small-scale, mixed-use development that is consistent with the traditional architecture of the community. Outside of historic crossroads and villages, any new development occurs at very low densities, with significant setbacks and visual buffers from roadways and nearby structures. Other than sounds produced from farming operations and wildlife, rural areas are quiet and skies are dark at night, creating a peaceful environment. Although peaceful, rural areas have a strong sense of community and a vibrant agricultural-based economy.

## **DRAFT: CHARACTERIZING RURAL (CONCEPT #2)**

At its meeting on June 8, 2022, the Community Participation Team discussed the draft definition of *rural* on the previous page (Concept #1). Based on that discussion, an alternative has been developed (below). Instead of having a definition, the Community Participation Team requested that there be a list of different characteristics common within rural areas.

### *Characterizing Hanover County's Rural Character*

Much of Hanover County retains its rural character. There are diverse rural communities countywide, including Beaverdam, Montpelier, and Rockville to the west and Old Church and Cold Harbor to the east. While each part of the County may have its own unique character, these rural areas share some common characteristics:

- Scenic views of fields, farmland, forests, and open space;
- Dark night skies where the stars are visible;
- Limited noise (except for sounds produced by wildlife and agricultural operations);
- Limited very low-density residential development set back from rural roadways;
- Vibrant economy consisting of small-scale businesses that are primarily related to agriculture, forestry, and tourism;
- Compact villages and crossroads communities that include a mix of historic structures and new development that is consistent with the scale and traditional architecture of the area; and
- Strong sense of community.