

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
Draft Minutes September 10, 2009

City of Charlottesville

David E. Brown
Jason Pearson, Treasurer

Albemarle County

Sally H. Thomas
Ann H. Mallek

Fluvanna County

Charles W. Allbaugh, Vice Chair
Chris Fairchild

Greene County

Carl Schmitt, Chair
Andrea Wilkinson

Louisa County

Richard Havasy
Jackson Wright

Nelson County

Fred Boger
Connie Brennan

Executive Director

Stephen Williams

Commissioners Present:

David Brown– Charlottesville
Jason Pearson – Charlottesville
Sally Thomas – Albemarle County
Charles Allbaugh – Fluvanna County
Chris Fairchild – Fluvanna County
Carl Schmitt – Greene County
Andrea Wilkinson – Greene County
Jack Wright – Louisa County
Fred Boger – Nelson County
Connie Brennan – Nelson County

Commissioners Absent:

Commissioners Absent:
Ann Mallek – Albemarle County
Richard Havasy—Louisa County

Guests Present:

Kaki Dimock, TJACH

Staff Present:

Steve Williams, Executive Director
Will Cockrell, Transportation Planner II
David Blount, Legislative Liaison
Don Reed, Finance Director
Sarah Eissler, Transportation Planner I

Call to Order: TJPDC Chair Carl Schmitt called the meeting to order.

Matters from the Public: There were no matters from the public.

Introductions: Steve Williams introduced Kaki Dimock the new Executive Director for TJACH. Mr. Williams also introduced Sarah Eissler a new full-time transportation planner who will work primarily on MPO Projects.

Mr. Williams also distributed an email from absent commission member Ann Mallek, which expressed her opinions about certain agenda items.

Consent Agenda:

- 1) Minutes: There were no comments regarding the minutes.
- 2) Housing Resolution: There were no comments regarding the Housing Resolution.

On a motion by Mr. Allbaugh, seconded by Mr. Boger, the Commission approved the Consent Agenda in its entirety.

Ms. Wilkinson moved to close the meeting session to discuss recent staffing changes at the TJPDC, Mr. Brown seconded the motion. The Commission voted unanimously to close the session.

Ms. Wilkinson moved to re-open the meeting session, Ms. Brennan seconded the motion. The Commission voted unanimously to re-open the session.

Ms. Wilkinson moved to certify that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Mr Boger seconded the motion. A roll call vote was performed:

David Brown – Aye
Jason Pearson – Aye
Sally Thomas – Aye
Charles Allbaugh – Aye
Chris Fairchild – Aye
Carl Schmitt – Aye
Andrea Wilkinson – Aye
Jack Wright – Aye
Fred Boger – Aye
Connie Brennan – Aye

Upon a roll call vote with the majority of members present voting in the affirmative, the motion passed.

Intergovernmental Reviews: Three IGRs were discussed. Two were from DEQ, the first dealt with review of an Environmental Impact Report and the second dealt with an application for ARRA funds to repair leaking underground storage tanks that affect the water supply. The third IGR dealt with a request for a letter of support for the application by the Charlottesville-Albemarle SPCA for a loan from USDA Rural Development. This loan would be used for repairs and improvements to SPCA facilities. **On a motion by Mr. Brown, seconded by Mr. Wright, the Commission approved the IGRs.**

Commissioner Roundtable Discussion: The topic for September was Business Taxes in each locality. **Greene County:** Ms. Wilkinson stated that Greene requests Schedule C tax forms in order to tax non-incorporated businesses. Ms. Wilkinson also stated that the state limits businesses taxes by a business specific category and Greene has not achieved the max rate in any category. Ms. Wilkinson mentioned specifically that construction contractors in many localities must pay taxes based on the gross sales price of the house. In Greene, however, contractors pay for a permit and the cost of the permit is subtracted from the BPOL.

Louisa County: Mr. Wright reported that Louisa had no business taxes.

City of Charlottesville: Mr. Brown reported that the City is similar to Albemarle County except that the City includes a business-tax abatement for technology focused businesses. Technology businesses that are under an annual gross of \$50,000 pay a \$50.00 fee, while businesses over that limit pay a percentage. Mr. Brown also mentioned that the City has a short term rental tax for businesses that are rental oriented.

Fluvanna County: Mr. Allbaugh reported that Fluvanna County had no business taxes.

Albemarle County: Ms. Thomas reported that in Albemarle businesses of a certain type must complete Schedule C income tax reports, which local governments are able to access upon request. Ms. Thomas also noted that the County has created a new tax category for businesses that are not store front retail. Ms. Thomas also noted that the business license rates guide was created 25 years ago and that palm readers have the highest fee of \$500.00. Ms. Thomas clarified that with Schedule C forms the County is able to tax on a certain percentage of a business' gross revenue depending on that business' tax category.

Nelson County: Ms. Brennan said that Nelson County requires a \$30.00 flat rate for all business license applications. Ms. Brennan also stated that Nelson has a meals tax and a lodging tax.

Topic for October: In lieu of the roundtable discussion, Jason Pearson will give a presentation on the carbon trading.

Financial Reports: Don Reed reviewed the memo, balance sheet and financial report for the 4th quarter of FY09 which ended June 30, 2009. **On a motion by Mr. Allbaugh seconded by Mr. Brown, the Commission accepted the financial reports.**

Green Infrastructure: Mr. Williams outlined the most recent draft of the Green Infrastructure Study. Mr. Williams noted that the Green Infrastructure Study project closes September 30th, 2009 and that the materials supplied in the Commission packet represent a draft of the most critical text, not a full copy of the final study. Mr. Williams asked the committee to suggest any improvements to the current draft and comment on the best methods to present the Green Infrastructure Study to each locality. Mr. Williams was particularly concerned that the localities understood the purpose of the Green Infrastructure Study.

Committee members were particularly concerned with the readability of the Green Infrastructure maps included in the document. Concerns regarding the maps readability focused on problems with the colors and textures used to symbolize features.

Regarding the presentation of the plan to the regional localities, Commission members were concerned with certain terms, such as “critical” which can imply that mitigation efforts are necessary. Other concerns focused on the yet to be written Executive Summary, which will be a central element of how the plan is perceived. The commissioners provided input on approaches to communicating the most important aspects of the study and complimented staff for their work on the draft study.

UnJAM Transportation Plan for Rural Areas: Will Cockrell, discussed two overlapping yet disparate long range transportation plans for the region’s rural areas. Mr. Cockrell stated that the TJPDC region is one of two regions that have a rural long range transportation plan developed at the regional level. However, VDOT has also been pursuing long range plans in rural areas and is currently researching and drafting rural long range plans (RLRP) for the rural planning district commissions. As a result the TJPDC will have two long range planning documents for rural areas, UnJAM 2035 (prepared by TJPDC) and the Regional Long Range Plan (RLRP), developed by VDOT. In an attempt to avoid confusion, TJPDC staff and VDOT are working together to complete both plans. Mr. Cockrell stated that because TJPDC and VDOT both need their plans approved by each county’s Board of Supervisors, VDOT has requested that TJPDC staff seek approval for both plans at the same time. Mr. Cockrell asked the committee how best to approach each county’s Board of Supervisors in order to get both plans approved.

Commission members agreed that the similarity of the plans could create confusion. Commission members suggested going through the final drafts of each document to ensure that the documents did not contradict. Commission members also suggested that TJPDC staff present the UnJAM 2035 chapters to each locality and then explain that the VDOT plan matches the UnJAM 2035 plan. The staff of each locality can review both plans for consistency. Other suggestions included discussing the situation with each Board Chair to make them aware of the potential for confusion, and asking each county’s Planning Commissions to review the plans and make recommendations to the Board of Supervisors.

Legislative Report: David Blount, regional Legislative Liaison for the TJPDC, provided an update on development of the regional legislative program and invited discussion from the Commission on legislative priorities. Mr. Blount stated that the legislative program set forth priorities in five areas: Local and State Funding Obligations, Public Education Funding, Land Use and Growth Management, Transportation Funding, and the Comprehensive Services Act. Mr. Blount stated that there would be further review of the legislative program by both the Commission and member governments. The Commission decided to discuss

the legislative priorities document in more detail at the next Commission meeting, scheduled for October 1, 2009.

Office Space: Mr. Williams stated that the TJPDC lease on its current office space runs out in September 2010. Mr. Williams presented data on lease costs for similar locations that are currently on the market. Mr. Williams explained that the TJPDC is currently paying \$10.20 per square foot for our current office space, which is 6000 square feet. Mr. Williams explained that other locations are averaging a cost of \$15.00 per square foot. Based on the favorable price that TJPDC is currently receiving, Mr. Williams suggested that the logical first step in securing office space would be to seek an extension with the current landlord. Mr. Williams suggested several approaches that could be considered, including re-negotiating the lease at the current location for either a short-term lease (3 to 5 years) or a long-term lease (10 years or more), or attempting to purchase the current location. Mr. Williams also explained that the large conference in the current office space was inadequate for the TJPDC's needs and suggested that securing the remaining 1,300 square feet of space available on the first floor should be considered.

The Commission was concerned about purchasing the property as purchasing would require TJPDC staff to manage the building by utilizing staff or hiring a property manager. The Commission also suggested acquiring an additional 1300 square feet of the overall property. This additional 1300 square feet is an additional rental space on the first floor and is currently unoccupied. The Commissioners directed staff to meet with the landlord to discuss alternatives and to report back to the Commission at a future meeting.

Other Business: Mr. Schmitt stated that the next Commission meeting is scheduled for October 1, 2009. Mr. Schmitt also stated that the Commission Strategic Retreat is scheduled for November 12th at 8 a.m. Mr. Wright mentioned that budget review is coming up for the localities and that it would behoove the TJPDC to reiterate to the localities why the Planning District is an asset. Mr. Brown stated that he concurred with Ms. Mallek's email, which praised the TJPDC staff for their efforts.

Adjournment: There being no further business, the meeting was adjourned.