

1 Minutes of the Planning Commission Work Session held in the County Manager's  
2 Conference Room to discuss the next steps of the 2026 Comprehensive Plan,  
3 beginning at 5:00 p.m., Thursday, February 14, 2008.

4  
Members Present: Mr. E. Ray Jernigan, C.P.C., Chairperson (Varina)  
Mrs. Bonnie-Leigh Jones, Vice Chairperson (Tuckahoe)  
Mr. Tommy Branin, (Three Chopt)  
Mr. C. W. Archer, C.P.C. (Fairfield)  
Mr. Ernest B. Vanarsdall, C.P.C. (Brookland)  
Mr. Richard W. Glover (Brookland)  
Board of Supervisors Representative

Also Present: Ms. Jean Moore, Principal Planner  
Ms. Rosemary Deemer, County Planner  
Ms. Sylvia Ray, Recording Secretary

5  
6 Mr. Jernigan - I'd like to call the meeting to order.

7  
8 Mr. Jernigan - All right, it's 5:20 p.m. Jean Moore is going to give us  
9 a presentation on the Comp Plan—Go ahead, Jean, I'll turn it over to you.

10  
11 Ms. Moore - We thought we'd take this opportunity, tonight to talk  
12 about our next steps of the work session for the 2026 Comprehensive Plan. We  
13 have a few documents that we want you to review and take home with you. It's  
14 going to be a very short presentation and actually Rosemary's going to go  
15 through two of the points, about the community open houses and a part of that  
16 would be the Citizen Community Comment Survey. We're going to hand out  
17 samples of both of these items. So, Rosemary, would you like to take over?

18  
19 Ms. Deemer - Good evening. As Jean said, since the January 22<sup>nd</sup>  
20 work session that we had with the Planning Commission and the Board of  
21 Supervisors, we've been working to identify locations for the Community Open  
22 Houses affiliated with the Draft Comprehensive Plan. As you can see, we have  
23 prepared a list of potential sites. That is the spreadsheet that you'll see in front of  
24 you. They are sorted by magisterial district and then further ranked as having a  
25 high and medium potential based on several factors. The high colors are the  
26 green and the medium are the yellow. Staff looked at general location, parking,  
27 accessibility of the site, ability to hold large groups, and several other factors  
28 when we were ranking these potential locations. The sites on the spreadsheet  
29 are then shown graphically for you in the overall county map that you can see  
30 either in front of you or on the screen. Again, they are color-coordinated—the  
31 green and the yellow—so that you can see where the various locations are  
32 throughout the County that we've identified.

33  
34 We've also prepared an individual map so you can review them on a more micro  
35 level within your magisterial district.

36 We'd like to get your input on your preferred locations and staff can begin making  
37 arrangements for the various sites. Some of them actually need a month's notice.  
38 If you would take the maps home with you or even this evening, and review  
39 them, and then just give us any feedback that you might have.

40  
41 I know that some of you had previously inquired about libraries. The reason you'll  
42 notice they are not on the list is that some of our older libraries have a little bit of  
43 a parking problem as far as availability of parking spaces. Then our newer  
44 libraries, some of the rooms are not big enough to hold the potential crowd that  
45 we need to plan for, and also because we are going to be showing the loop that  
46 you saw on the 22<sup>nd</sup> at the work session. That needs to be in a separate room,  
47 separate and apart from the larger room where we'll have exhibits and stations.  
48 None of the libraries can actually accommodate both of those on the same floor.

49  
50 I didn't know if you had any questions or if anybody wanted to offer any  
51 suggestions.

52  
53 Mr. Jernigan - How many sites do you want us to pick?

54  
55 Ms. Deemer - Well, I think if we would like to have two or three from  
56 you. If there's just one and that's where you'd like to have it, then we'll,  
57 obviously, work as best as we can to try to make those arrangements. In the  
58 event that, perhaps, one of them is a school site and they already have that  
59 particular location booked for a week of meetings or other kinds of community  
60 events, then if we could have maybe a second and third backup, I think that that  
61 would give us the flexibility to find a meeting maybe within a general location.

62  
63 Mr. Jernigan - Four of my sites have a "G" next to it saying the site is  
64 not strategically located within the district.

65  
66 Ms. Moore - One of the things that we're looking at, Mr. Jernigan,  
67 is central locations within the District and convenience for residents. Now, in  
68 some cases, that may rely more heavily on where the best roads are and where  
69 the population is, but that's the Commission's call.

70  
71 Ms. Deemer - We were just trying to come up with some kind of  
72 ranking criteria. We originally had probably about 70 sites that had various  
73 schools, recreation centers, libraries, etc. We had to come up with some kind of  
74 criteria in which to give some a higher preference over others. That was one of  
75 the reasons.

76  
77 Mr. Jernigan - So if I pick four sites—I can pick four sites?

78  
79 Ms. Moore - If you would rank them, that would help us, and  
80 certainly we would run them by the Board members as well. Initially, we actually

81 had about two pages of the list. —There was no point in bringing out sites that  
82 we didn't even think were going to work due to size and other issues.  
83

84 Mr. Branin - Now, is there going to be one meeting per district?  
85

86 Ms. Moore - Yes sir. That was what was brought out at the work  
87 session.  
88

89 Ms. Deemer - Right. At the work session, it was generally  
90 concluded that you all and your companion Board member would prefer to have  
91 one per district.  
92

93 Mr. Vanarsdall - I thought we were going to have the one-on-one with  
94 the Board and the Commissioner, and then have a community meeting for each  
95 district.  
96

97 Ms. Deemer - We still are. Right now, this—What we'd like you to  
98 do, actually, if you aren't able to pick your preferences this evening, if you could  
99 get back to us when you come to the Planning Department for your one-on-one  
100 meetings.  
101

102 Mr. Vanarsdall - Okay.  
103

104 Ms. Deemer - They will be held anytime starting the 21<sup>st</sup> of this  
105 month. That way, if you can provide us with your feedback, that's when we'll go  
106 ahead and make arrangements to reserve the various facilities and then go  
107 ahead and make preparations for advertisements.  
108

109 Mr. Jernigan - We're going to just have the one day.  
110

111 Ms. Deemer - Oh, no sir, five days. One for you and one for each—  
112

113 Mr. Jernigan - Okay, but what I'm saying, in my district, we're only  
114 going to have it one day.  
115

116 Ms. Deemer - Right. We're looking. We think the most flexible and  
117 friendly hours would probably be between 4:30 and 7:00 or 7:30. That way you're  
118 capturing people who are on their way home from work or their children have  
119 come home and they have the ability to go out. They can also come home from  
120 work, have dinner, and then come out to the meeting. So, we're thinking that  
121 window of time would probably be the best to reach the most people.  
122

123 Mr. Jernigan - So, we're going to do it one night in the Varina  
124 District, but we're going to set up in three or four locations, whatever I pick.  
125

126 Ms. Deemer - Yes.

127 Mr. Jernigan - That's the reason I asked you how many spots.  
128  
129 Mr. Branin - One night, one location.  
130  
131 Mr. Jernigan - One night, one location.  
132  
133 Ms. Deemer - Right.  
134  
135 Mr. Branin - For four hours.  
136  
137 Mr. Jernigan - Okay. There we go. That's the reason why I asked  
138 initially how many places are we—I thought we were going to just have one  
139 initially.  
140  
141 Ms. Deemer - Right.  
142  
143 Mr. Jernigan - But I misunderstood you, so.  
144  
145 Ms. Deemer - Right.  
146  
147 Ms. Moore - We plan to have one per district.  
148  
149 Mr. Jernigan - One per district.  
150  
151 Ms. Moore - And the hours, we probably could extend those hours,  
152 but tonight we just wanted to get started because, as Rosemary said, it does take  
153 a while to secure these sites and we really appreciate any feedback.  
154  
155 Mr. Vanarsdall - Well, in 2010, we had one for Three Chopt and  
156 Tuckahoe together, at Short Pump Elementary.  
157  
158 Mrs. Jones - I was going to raise the question. In my Tuckahoe list  
159 here, there are a few that have been singled out as highly appropriate. If you go  
160 to Godwin, which would seem to be my preference, the thing with those hours is  
161 you have a lot of kids still on the campus there for after-school activities and that  
162 kind of thing. Is that going to be a parking issue, do you think, or should we steer  
163 clear of high schools because of those times?  
164  
165 Ms. Moore - We have used similar facilities in the past for these  
166 types of meetings. We'll take a look at that. For instance, for the Church/Pump  
167 study we used a similar open house format. That never really was an issue.  
168  
169 Mrs. Jones - I don't know. Tommy, do you want to consider doing it  
170 together? Is that a good thing to do, to try to consolidate, or do you give people  
171 opportunities?  
172

173 Ms. Moore - That is up to you.  
174  
175 Mr. Branin - You know—  
176  
177 Mrs. Jones - Are all citizens welcome at any of these meetings?  
178  
179 Ms. Deemer - Absolutely.  
180  
181 Mr. Jernigan - Right.  
182  
183 Mr. Glover- I think the last time, you had one at Tucker High  
184 School—  
185  
186 Mr. Branin - Which is—  
187  
188 Mr. Glover - —for both of your districts. I believe you did.  
189  
190 Mr. Branin - That would be—  
191  
192 Mr. Vanarsdall - They had it at Short Pump Elementary.  
193  
194 Mr. Branin - For both?  
195  
196 Mr. Vanarsdall - For both.  
197  
198 Mr. Glover - Then there was the time before last, because I went  
199 to the one at Tuckahoe.  
200  
201 Mr. Vanarsdall - They had [unintelligible] there.  
202  
203 Mr. Branin - Bonnie, the way I looked at was my first pick was  
204 Deep Run because that area in my district has the most active people. My  
205 second was Tucker, which is the other, you know, more central in the district.  
206 The third was Deep Run Recreational because I think more people need to know  
207 about Deep Run Recreational facilities.  
208  
209 Mr. Glover - Deep Run is a great place.  
210  
211 Mr. Branin - It is a great place.  
212  
213 Mrs. Jones - In thinking about this, I would almost prefer—And I  
214 don't want to seem unfriendly about it, but I would almost prefer having five  
215 opportunities for these folks to come, even if two of them are fairly close together,  
216 just to accommodate schedules. If people can't come one night, they can come  
217 another.

218 Mr. Branin - Deep Run. If we were going to split one, Deep Run  
219 Recreational would be ideal because you throw a rock and you're in your district.  
220  
221 Mrs. Jones - Wouldn't you rather have two opportunities for these  
222 folks in each district to pick one of the two nights they can come? That would  
223 give them two opportunities to go to a very convenient meeting if we kept one  
224 meeting in each district, as opposed to confining it to one night, one shot only.  
225  
226 Mr. Branin - So, if we did Deep Run for me and Godwin for you,  
227 they're both right close and in the middle of—  
228  
229 Mrs. Jones - Both.  
230  
231 Mr. Branin - All right. So, I'll put Deep Run as my A-number one.  
232  
233 Mrs. Jones - I'm putting Godwin as mine.  
234  
235 Mr. Jernigan - Mr. Glover do you have a suggestion?  
236  
237 Mr. Glover: The Government Center. You don't get any better  
238 than right here. Do you?  
239  
240 Ms. Moore - If that is indeed what you're suggesting. I think that  
241 would be—  
242  
243 Mr. Glover - This is the best site for—  
244  
245 Mr. Vanarsdall - Oh, yes. [Unintelligible] you sit right here,  
246 [unintelligible] and move the tables and everything.  
247  
248 Mr. Branin - And how are they going to get up the elevator when  
249 its locked?  
250  
251 Mr. Vanarsdall - We had all these people who came on crutches.  
252  
253 Mr. Glover - We've done it here by setting up in the lobby of the  
254 Board Room and the Board Room. It'll give you a chance for people to come in  
255 and just set up. They also used the little kitchen area down there before.  
256  
257 Mr. Vanarsdall - We need a lot of room for people to walk around in. It  
258 needs to be somewhere centrally located, otherwise they're—  
259  
260 Mr. Jernigan - I had thought about the Henrico Theater, but if I get  
261 close to the people where—  
262  
263 Mr. Branin - We just give you back these sheets?

264 Mr. Glover - Why would this be a possible access issue?  
265  
266 Mr. Glover - The Henrico Western Government Center.  
267  
268 Ms. Deemer - The initial thought was just depending on if someone  
269 was handicapped and parking under the deck or the front part of the  
270 Administration Building, getting them the distance of—  
271  
272 Mr. Glover - Well, maybe we ought to revamp the whole thing  
273 because we have people coming in here every day, all day.  
274  
275 Ms. Moore - That would be,—Which letter?  
276  
277 Mr. Glover - “H.”  
278  
279 Ms. Moore - “H,” ok, obviously, we would be setting up on one-  
280 story, so it would not be an issue.  
281  
282 Mr. Glover - I don’t think there’s an access problem. If it was, we’d  
283 hear about it every day, wouldn’t we?  
284  
285 Mr. Branin - You didn’t get my memo?  
286  
287 Mr. Glover - No, I got the one from Mr. Wilder.  
288  
289 Ms. Moore - There is a second part of this. Also, we have another  
290 handout.  
291  
292 Ms. Deemer - Okay. Well, the second thing that we wanted to talk  
293 to you about—and this would be part of the Community Open Houses—is we’ll  
294 be preparing exhibits and information for the meetings. In order to encourage  
295 feedback from the attendees, we’re working on a Citizens’ Comment Form to be  
296 used sort of as an exit survey, if you will.  
297  
298 Ms. Deemer - Basically, Mr. Vanarsdall, it’s kind of like an exit  
299 survey. In addition to asking the participants what magisterial district you live in,  
300 how many years have you lived in Henrico County, we can also give them the  
301 opportunity to provide us feedback on the information that will be available at the  
302 Open House.  
303  
304 Once we finish with the Open Houses we will take those Citizens’ Comment  
305 Forms that you see and we’ll enter them into a database. Once we do that, we’ll  
306 be able to sort the information that they have provided us by magisterial district,  
307 or by topic, or Comp Plan chapter. Then we can then provide you with a report  
308 by magisterial district on the topics that were most important or the questions that  
309 they had so that you can then look at the suggested changes and comments

310 from your constituents and decide whether there are any changes that you feel  
311 should be made based on citizen comments.

312

313 Basically, at this point in time, we're going to continue to refine this survey. This  
314 is just our first time, our first attempt. We really are interested in getting your  
315 feedback on it. Our idea is to keep the survey to one page and also we want to  
316 provide them an opportunity to suggest or offer any changes to the Land Use  
317 Plan that they may have. This is our first stab at it and we wanted to find out  
318 from you if you thought there were other important questions that we needed to  
319 add or if some were less important.

320

321 Mrs. Jones - I find an exit survey for things I asked to fill out. The  
322 less writing, the more likely I am to read it. This is just gut reaction. For instance,  
323 number five, what things interested me? Do you know what information is going  
324 to be provided? You list which of these topics presented today interested you  
325 and, you know, let people check. Is there a way to make it a little easier than  
326 having to write answers? There is always other provided space for other  
327 comments. Just a thought. People won't stop—

328

329 Ms. Moore - That's like the comment that was brought up by  
330 Rosemary. This was actually prepared by MDC and we thought it is a good  
331 starting point.

332

333 Mrs. Jones - If that provides the kind of detail you're looking for.  
334 That's just a general comment. The other thing is [unintelligible]. And the—Oh,  
335 how quickly it comes and goes.

336

337 Mr. Jernigan - I'll agree with the surveys. People don't want to fill  
338 them out. They'll check a box, but they don't like to do a lot of writing.

339

340 Mrs. Jones - I did remember what I wanted to ask. I think one of  
341 the most important elements is going to be how the word gets out to the public.  
342 To me, visual [unintelligible].

343

344 Mr. Vanarsdall - Can we put it on Channel 17?

345

346 Ms. Deemer - We're looking at various possibilities. One of them is  
347 on Channel 17. We have contacted Media Services and Public Relations, and  
348 they have provided us with a list. There are about 435 organizations that are  
349 registered with the County to get information. Now, some of them, to be honest—  
350 We're going to cull through that list. We've already begun culling through it  
351 because maybe the such-and-such softball league, probably isn't going to be a  
352 high priority for them. But civic associations, homeowners' associations—we will  
353 be individually notifying anybody that has been listed with Media Services about  
354 this meeting. We'll also be doing some advertising in various newspapers and  
355 other forms of media. Yes sir?

356  
357 Mr. Vanarsdall - The ZIP code—not ZIP code, but changing from  
358 Richmond to Henrico. [Send a letter to every president of all associations,  
359 declared the association [unintelligible].  
360  
361 Ms. Deemer - Right. And we have that from Media Services.  
362 They've already provided us that database.  
363  
364 Mr. Vanarsdall - The radio station in Highland Springs [unintelligible]. I  
365 don't know their call letters, but we should contact them. I think it's Channel 6.  
366 [Unintelligible] whether they'd have the right coverage—or not coverage  
367 [unintelligible] a storm or hurricane. They would [unintelligible] some of the  
368 others.  
369  
370 Mrs. Jones - All the stations have public service announcements.  
371  
372 Ms. Deemer - We have their contact information, so once we know  
373 where the location is, and we've made the arrangements, and we have the times,  
374 we'll be able to contact each of the various television, radio stations, and provide  
375 it to them, and encourage them to add it to their television list, or if it's a radio  
376 announcement, to make those announcements so that the word gets out to the  
377 citizenry. And then also doing—  
378  
379 Mr. Vanarsdall - [Unintelligible.]  
380  
381 Ms. Deemer - Right.  
382  
383 Mr. Vanarsdall - And Bill Hollingsworth does a good job of  
384 [unintelligible] track.  
385  
386 Mrs. Jones - I think Richmond is [unintelligible] get together  
387 [unintelligible] press or [unintelligible]. But let's stop and see really only  
388 [unintelligible], is people knowing about them. That's probably the biggest  
389 challenge. When people know and if they're interested, they'll come.  
390  
391 Mr. Jernigan - Yes, [unintelligible]. I was listening—She did say that  
392 media will be used? The news. They have the public service announcements on  
393 channels 6, 8, and 12. They could just announce it on there.  
394  
395 Ms. Deemer - Right. That's one of the possibilities we'll be looking  
396 at. We want to get people there, and once they're there, we want to be able to  
397 get their feedback because right now, when you come for your one-on-one  
398 meetings at the Department, you'll be discussing some changes that people have  
399 been requesting to the future Land Use Plan. We don't have all that many, but  
400 we do have some. At the meetings when people see things, they may want to  
401 suggest changes. It would be too difficult to try and take down word for word, so

402 we'll try and modify the exit survey to allow them the opportunity. That was done  
403 for the 2010 Plan. They were given a form and they were asked to provide the  
404 general location and why they were making the recommendation for that change.  
405 In that way, we'll then have that in the database and we can get it to you each by  
406 magisterial district. Then you can sit down and say, "Well, that does sound like a  
407 good idea," or "Well, maybe not."  
408  
409 Mrs. Jones - Will we have sign in sheets.  
410  
411 Ms. Deemer - We will have them and encourage them. A lot of  
412 people just don't. And this form doesn't require anybody to put their name on it.  
413  
414 Mrs. Jones - [Unintelligible.]  
415  
416 Ms. Deemer - Right.  
417  
418 Mr. Jernigan - All right. Have we set down the parameter of time, of  
419 the dates?  
420  
421 Ms. Deemer - Yes. By your one-on-one meetings, we'd like to try  
422 and get this information. If you've already given us your preference of sites for  
423 the community meetings, you're good on that one. For the one-on-ones, if we  
424 could maybe get any comments that you might have on the actual exit survey for  
425 the citizens, that would make us happy.  
426  
427 Mr. Glover - [Unintelligible] leave in a hurry.  
428  
429 Mrs. Jones - The meetings are scheduled for what time?  
430  
431 Ms. Moore - We don't have—  
432  
433 Mr. Jernigan - That's what I was saying. What's the parameter of  
434 the meeting times?  
435  
436 Ms. Moore - We were shooting for April/May. [Unintelligible] one-  
437 on-one [unintelligible]. We would certainly get that direction from you guys, the  
438 target dates. Ultimately, we were trying to shoot for any time in late spring.  
439  
440 Mr. Jernigan - Okay.  
441  
442 Mr. Vanarsdall - [Unintelligible]. That's on the 28<sup>th</sup>. [Unintelligible]  
443 morning [unintelligible].  
444  
445 Ms. Deemer - Right. That's your one-on-one meeting. I think Mr.  
446 Jernigan was trying to get a feel for when we actually might schedule the  
447 community meetings.

448  
449 Mr. Jernigan - Right.  
450  
451 Ms. Moore - That would be the next thing we talk about.  
452  
453 Mr. Jernigan - All right. Any more questions for Ms. Deemer? Ms.  
454 Moore? Thank you, ladies.  
455  
456 Ms. Deemer - Thank you.  
457  
458 Mr. Jernigan - Any more comments?  
459  
460 Ms. Moore - That is it, we can continue this meeting—  
461  
462 Mr. Jernigan - Yes.  
463  
464 Ms. Moore - —at 6:00 p.m.  
465  
466 Mr. Jernigan - Yes. This meeting is adjourned at 5:44. We'll  
467 reconvene in the Board Room at 6:00.  
468  
469 The Planning Commission recessed this work session at 5:44 p.m.  
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473  
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E. Ray Jernigan, Chairman  
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