

**Buckingham County  
Planning Commission  
April 10, 2023**

At a meeting of the Buckingham County Planning Commission held on Monday April 10, 2023 at 6:00 p.m. in the Peter Francisco meeting room, located within the Buckingham County Administration Complex, the following members were present; John Bickford, James D. Crews III; Steve Dorrier; Joyce Gooden, Pete Kapuscinski, Ashley Shumaker, Stephen Taylor. Also present were Nicci Edmondston, Zoning Administrator, and E.M. Wright, Jr., County Attorney. Board of Supervisor Danny Allen was absent.

**Re: Call to Order, Quorum Present, Invocation, and Pledge of Allegiance**

Chairman John Bickford called the meeting to order. Steve Dorrier gave the invocation, James D Crews led the Pledge of Allegiance and it was said by all who were in attendance. Chairman John Bickford certified there was a quorum- seven of eight members were present. The meeting could continue.

**Bickford:** Do we have any changes to the agenda, Nicci?

**Edmondston:** No, sir.

**Bickford:** Seeing none, do I have a motion to approve as presented?

**Dorrier:** So moved.

**Kapuscinski:** Second.

**Bickford:** Okay, we have motion in a second. All in favor, raise your right hand. The agenda is approved. Now, that brings us to the Comprehensive Plan kickoff. I'll let you take over and introduce our special guests and we'll turn the floor over to them.

**Commissioner Dorrier moved, Commissioner Kapuscinski seconded and was unanimously carried by the Commission to approve the agenda.**

**Edmondston:** Right. Absolutely. I'd like to welcome everyone to the Comprehensive Plan kickoff this evening. Of course tonight we have two representatives Todd Fortune and Lauren from Commonwealth Regional Council who will be assisting the county in regards to the Comprehensive Plan update. Todd is with us this evening and he is going to help lay the groundwork for what the next few months will look like regarding input from the Planning Commission Board of Supervisors, town meetings, input from the citizens as a whole and just

the process to that update moving forward. So, Todd, the floor is yours and we do have your presentation ready when you're ready.

**Todd Fortune:** Good evening, everybody. Oh, can you still hear me? Either my voice carries on these mics are real sensitive. Okay, yeah, the purpose of tonight's meeting is basically just to walk you through the process for updating the comp plan. As Nicci mentioned, we've been tagged to assist the county with an update of the comp plan. This process we envision taking 18 months or up to 18 months, depending on how the process goes. Basically, what you see on the screen is just the agenda, what we're going to cover tonight, that agenda actually looks worse than it is it's it has a lot of bullet points on it. But I suspect we can go through these in fairly quick order. The first thing you have is the Code of Virginia elements of a comprehensive plan. This is not meant to be all inclusive for what is in the code regarding comprehensive plans. This is a kind of a thumbnail to cover some of the more important points. The first bullet point just talks about where the section of the code that talks about the how the plan is done. Of course, it's up to the local planning commission. We're under contract with the county but we're basically working for you. The Planning Commission makes the recommendation to the board on adopting the plan then the board adopts Yes, sir?

**Kapuscinski:** I got nothing on my screen can we?

**Fortune:** Oh, yeah, yes, Todd fortune. Yes. Yes, thank you. This is just a PowerPoint that we have a brief PowerPoint. Page down, if you want. And I mentioned this already, we're under contract with the county to assist. We expect this process to take 18 months, and we'll be working directly with the planning commission. And that's one of the logistics I want to discuss with the group. We've done, we actually are working on two other comp plans right now, with a third about to start later this year. And it usually depends on the locality. With one county we work with the entire Planning Commission. With another county, their planning commission was so large that they appointed a working committee. So it's really up to this group what they want to do this, this group looks small enough, we could probably just work with the whole planning commission.

**Bickford:** Yeah, I think that's what the committee members would like.

**Fortune:** Page Down, Jamie. So the last plan if memory serves was updated in 2015. So we're going to basically go by the plan section by section, we'll go and draft a new plan for you. It's going to include texts, it's actually also going to include tables, graphs, charts, GIS maps, he see you mentioned the citizen survey and community meeting down at the bottom. In the, in the past last time we did Buckingham counties plan we did the surveys first and the community meeting second, the last three comprehensive plans we've done we've switched it around. And we've actually found it works better to do the community meeting first. Because then community you get some stuff from the community meeting that we can use in the surveys. So unless the group has an objection, we propose doing the community meeting first, and then doing the surveys afterward. Go ahead, Jamie. Okay, you're the sum of the what the code of Virginia has to say about the comprehensive plan I mentioned. The first section 15.2 Dash 2223. Again, this will

come from the planning commission to the board. And I know you were here last time, so you know the process well, and then the board will adopt it. That third bullet point is important. There's a transportation plan. We're going to work directly with vdot and we still in we're still going to have the planning commission gauge and providing input. But just be aware that as far as the transportation section, a lot of that data is going to come from vdot we plan to have a lot of maps as part of the transportation section. And then going on down. Maps, plots, charts and descriptive matter that the first section of the comp plan goes into the process and the requirements is the least the way we write them up. The second section gets into your demographics, that's the population and then all your race age. Then it gets into education commuting patterns. Employment and so forth. And then section three covers transportation. We also will cover housing in there also talked about the county's natural resources and such. The bottom bullet point, talking about affordable housing, that is, that's a requirement in the code that you address affordable housing. And that can be addressed in a couple of places. What we've been doing for the last few comp plans we worked on is we have a section called Special policy areas. And then we have a separate goal, objectives and strategies. And for those of you familiar with comp plans, you probably know what goals objectives and strategies are special policy areas, we'll take some of those policy areas that that we that we think need more attention than your goals, objectives and strategies. And those are usually identified through the community meetings and the surveys. But affordable housing will we can address affordable housing in those areas. Mainly, so go ahead and scroll down Jamie. Urban development areas don't let that term fool you or overwhelm you basically, you want what we would do is work with the county to identify growth areas and the comp plan. I know the last plan has some identified already. So the question becomes do you want to tweak those? Do you want to keep them? Do you want to put in new ones or take some out. And we'll get to that later on. The land use section of the plan comes a little bit later on. But that's what when we say over developed areas to talk about growth areas, what we're talking about. Broadband, we'll probably discuss in the comp plan. That's been a big issue. Beth is of implementation we do include an implementation plan at the last the last section of the plan. That final bullet point five years is the requirement. But you don't have to wait five years. One of the localities we're working with now. They're what they're considering doing after their plan this plan is finished, is at least the part that deals with renewable energy, they would review it more often in five years, you don't have to wait five years. That's just what's required. You can go ahead, Jamie. So as far as the current plan, I don't know if you're familiar with the current plan, I don't know if any of the rest of you are that we do want to hear at some point, if not tonight, in a future meeting what you like and don't like about the current comp plan. And I don't know if we want to have that discussion tonight.

**Bickford:** It might be helpful, Todd, if you could just sort of give a general not on the likes and dislikes. But just sort of what the comprehensive plan is, is more of a framework that the county works within Weve got a lot of new members.

**Fortune:** That's actually an important point, the way we put it in layman's terms, your comp plan is your guide, your ordinances are you tools, you want the two to be in sync, the comp plan is going to be more of a broad brush, where your ordinances get into the weeds. But again, you're still going to want them to be in sync. For instance, probably the land use plan is your best

example. When you identify your growth areas, you identify the different types of use. You're not going to get into that much detail on the comp plan. But you still want your future land use map when you go to adjust your ordinance your zoning ordinance... Does Buckingham have the subdivision ordinance. So when you go to adjust your ordinances, you want to be sure that they match they Yeah, exactly. They don't run afoul of one another, for lack of a better word. But like I said, the first three sections of the comp plan, the first section just goes into the process. The next two sections are real data intensive. It's really when you get to the land, use your special policy areas, your goals, objectives and strategies that it gets real involved. Pretty much?

**Bickford:** I think it's a pretty good overview.

**Fortune:** This is what we're proposing phase. Now the phases are not your actual sections, the phases are kind of how we're going to do this. Well. What we hope to do is provide your section one and the second section one's just going to talk about what the code of Virginia covers. And in talking about the process, and then section two is your demographics. And then Section three is your community resources, which we're calling phase two, this is just this is an outline of how we want to present everything to you. And what we're going to do is we're going to present these to at work sessions. And we're going to want the group to look at it to give us feedback. Tell us what you like what you want to see change and etcetera. Again, we want we want to have this have you in a position where we have a document that you're comfortable with proposing to the Board of Supervisors and asking them to adopt it. Again, we have a tentative schedule of meetings and Nicci did everyone get hard copies of? Okay, so hopefully hope Usually, we can pull it up in a minute we can. We have a tentative schedule of meetings, which starts with tonight's meeting. And basically, we're proposing having meetings monthly through September of next year, which was how you get to your 18 months. But we start off with tonight's meeting, then we get into preparing for the community meeting. And then after that, get into the surveys and then start to present sections of the plan to the group for review and comment. Did Jamie have the actual tentative schedule meetings up on his screen? Go down one real quick. Yeah, so I talked about the surveys and the community meetings, what we're proposing to do next month, is we want to, we want to kind of hash out the community meeting with the group we want, want to have some draft presentation materials, and kind of give us an outline for how we want the community meeting to go. And then we will also discuss location, time, etcetera.

**Bickford:** As far as the surveys are, if I recall or sent out to certain stakeholders, and then also you can put in businesses where people can pick up?

**Fortune:** What we did last time they were they were they were presented to certain businesses. And I think you're right, we did ask certain stakeholders to fill one out too.

**Bickford:** Don't we try to try to collect all those prior to the to the meeting? Correct if possible?

**Fortune:** Last time we did that, remember last time we did the surveys first. So this time we will do the meeting first. Yeah. But you're right. That is how we did it last time.

**Kapuscinski:** Yeah. Well, what you intend then is to do this community meeting with stakeholders?

**Fortune:** It's going to be for the public, it's going to be for county citizens.

**Kapuscinski:** So it'll be pop open to the public. I got it.

**Fortune:** So we're going to need location that could potentially hold a big crowd.

**Gooden:** Mr. Chair. Question when you say stakeholders, who are you speaking up?

**Fortune:** Well, we're talking about folks like the Chamber of Commerce, local businesses, four h groups like that.

**Bickford:** Usually your stakeholders are business people or someone that has a contact that could probably reach more people, because you're trying to get the word out.

**Gooden:** Okay, would that include churches, then? Would that include churches?

**Fortune:** It could. Is there is there a ministerial group in the county that be reached out to is a point of contact for churches?

**Bickford:** I would say your pastors.

**Gooden:** Well, yeah. But there's one, and I'm vice president of the NAACP. And I think the NAACP will certainly be a stakeholder in in the comprehensive plan. And that's why I was asking who were the stakeholders, and there are other organizations, I'm looking at Donna, and she's a member of a sorority, Alpha Kapa, alpha, Kapa Alpha, excuse me, my sister would get me. But, um, so sororities and fraternities who also would be I would consider them stakeholders. And that's why I was like, who are the stakeholders?

**Bickford:** It's usually anybody that can, what's all about, like, I guess the best way to frame it is an influencer would be able to have the contacts with the people.

**Gooden:** She was just in the paper. She was just in with an activity for the community. So she also sits on the board with over at this extension office, with Habitat for Humanity, so they're there... So I think we need to clarify who the stakeholders are.

**Bickford:** Well, normally you create a list anyway.

**Lauren Jones:** But don't we usually do a digital like last time we did one like our last comp plan. We also sent out a digital survey that was available to the public so we can post on your Facebook page or provide it on your website. But I get what you're saying.

**Fortune:** Now, the last one we did I think we did. It was digital with the one but the other county we're working with we did both. We did both. Yeah.

**Bickford:** I would say probably that would be an effective way to reach in Buckingham also.

**Gooden:** You would need to do both in Buckingham because we still don't have internet service. So you'd need to do both. In order to do that.

**Jones:** Provide like you said, digital surveys, but also like paper surveys or surveys at places that you'd select.

**Gooden:** And one of our ways of communication, putting the flyer in the post office.

**Fortune:** Does the post office allow that?

**Gooden:** Here we do.

**Bickford:** Well, I'm not sure anymore.

**Fortune:** That's the reason I was asking. Because things are a little different now.

**Gooden:** If you call the US Postal Service in DC, I'm sure they may have a different answer. But if you go to any of our local post offices, wherever you can put up a flyer. Were rural And that's how we communicate.

**Fortune:** Understood.

**Kapuscinski:** Mr. Chairman? So the idea is that the next meeting next month, we're going to hash out that particular aspect. In other words, who are going to get the surveys? Or how are you going to do this? Is that what we're doing next?

**Fortune:** Well, we're going to do the community meeting. And we could I guess, we could also do the surveys at the same time, or at least have those ready.

**Kapuscinski:** I'm not asking that. Are we going to talk methods, or we're actually going to do something now?

**Fortune:** We're going to talk the methods.

**Kapuscinski:** So methods of actually getting the surveys done.

**Fortune:** Yeah that's I mean, that's what, that's what I'm hearing. And my intent was to talk about the methods for that, and also the logistics for the community meeting. Which leads to my

next question, which is about meetings. This is the least second Monday of the month, is this the time of the month where the group wants to meet?

**Kapuscinski:** That would be kind of tough because you got the Board of Supervisors meeting. We actually got bumped.

**Edmondston:** Typical work session are held on the third Monday of each month.

**Fortune:** So next month would be the 15th. Okay, so we'll plan on the 15th at 6pm. For the next work session, we're going to discuss logistics for the community meeting, we're going to talk about distribution methods for the surveys.

**Gooden:** Excuse me, that is actually not the greatest day we have a class. Right we have VCU. That's our class 15th And 16th

**Edmondston:** it's over at what three? In effort to try to make keep these on the correct schedule of a work session, we could do one of two things. Since we have these dates already on our master schedule that were approved at the beginning of the year, we may possibly with a recommendation by our chairman or someone on the planning commission and a vote may move this by general consensus or vote to a different time to 7pm. If that would help.

**Bickford:** That was going to be my suggestion it would give you time to get from Richmond back.

**Edmondston:** We varied this month because of the budget hearings and trying to share our schedule and make sure that the Board of Supervisors has the time that they need in the month of April to keep the county budget going. So we do have a bit of a variance this month. And then of course, the task that you all have had with the consideration of metallic mining, but it would you know, be all best efforts to maintain your schedule as much as possible in the months moving.

**Bickford:** I understand. Todd If it was moved back to seven o'clock, would that affect you?

**Fortune:** I live 15 minutes away I live north of Dillwyn so I'm local.

**Bickford:** Joyce does that work for you?

**Gooden:** I think you'd need to check with the other people who attended the class, if they can make it.

**Crews:** I think we could still be here by six. Leave down there even at four its an hour and a half.

**Bickford:** Ill let yall discuss and make the call if you do thank you either way, if you think six is fine, we'll go with that. I dont want to push you to get back. That's what I'm getting at. Never know what the traffic's gonna be like.



**Gooden:** Are you serving dinner for us?

**Bickford:** You don't want me to serve.

**Gooden:** But I'm just saying I'm just looking at the closeness of the time. We will be in class, supposedly all day. Roll back here to sit in a work session.

\*Multiple people talking\*

**Kapuscinski:** Okay, so I'd prefer seven.

**Bickford:** that would give you a little lead time to wind down. Todd if that's alright with yall that's what we will do.

**Fortune:** We're going to move it back to seven on the 15th.

**Bickford:** What is the length of that meeting? You expect?

**Fortune:** Honestly, I don't expect it to go more than an hour.

**Bickford:** Because they will have already had a full day.

**Fortune:** Yeah, really, that these first few meetings, I don't expect to run that long. Once we get into actually presenting sections of the plan for the group, they could get a little bit longer.

**Bickford:** Okay. So, we're going to try I assume Nicci to stay on schedule, we'll try to do every work session every month, is what you're indicating.

**Kapuscinski:** That will be on the third Monday, is that the idea?

**Edmondston:** the third Monday for work sessions. Yes, sir. In a typical situation, and then our meetings fall on the fourth Monday. And Todd, I do have a question for you got the community meeting in June? Is there a code requirement for the number of days? How do we advertise that where should that be held?

**Fortune:** No, because it's not it's not a formal public hearing. It's just a community meeting. We still want to advertise your right. Or at least put a PSA if the paper will let us do a PSA or community brief. That way. It'll let you avoid having to pay to put something in a paper but you're right. You do want to announce it in the paper and anywhere else that you want to get the word out. But no, it's not required. But you want to but you don't have to.

**Edmondston:** I'll discuss with Karl best meeting places.



**Fortune:** I think I've, we've pretty much covered what I had on my list of covered as anybody. Yeah, that's our tentative schedule meetings. Jamie and Nicci just pulled up. That is, of course subject to change. But that's what we're hoping for. So, one tweak next month, we set what says May we say discuss community meeting, we should say we'll say discuss community meeting and survey methods of distribution. We'll go ahead and knock both of those in May. And we'll proceed with a community meeting in June and then come back the following month, with a community meeting summary, and begin work on the actual survey instrument. So we'll have that out. I'll have that ready to get out. Any questions from the group?

**Kapuscinski:** Question? You'll head up the community meeting?

**Fortune:** Yes. Any other questions from the group?

**Kapuscinski:** I have one, I guess. Is there ongoing communication between you? And the commission members? I mean, do we need to give you email addresses? Is there some sort of a mailing? What do we how do we keep in touch? Or is it even necessary?

**Fortune:** We can do this one or two ways. At the end go through the county or I can give you all business cards.

**Kapuscinski:** What do you normally do?

**Fortune:** Normally, we do everything through the county staff. And they'll sit they'll submit everything out to the group.

**Kapuscinski:** That's fine with me.

**Bickford:** Any other questions for Todd?

**Fortune:** And by the way, I hope the group doesn't mind. I'll be here in person. For all the meetings unless something comes up. Lauren's coming from distance. Is there a way for her to participate remotely? I mean, I'm not wanting to speak for you. But there might be. I'm thinking next month, you because you're over an hour away.

**Jones:** That's up to you. I mean, our office isn't that far away. We'll just see how it goes.

**Fortune:** I'll plan on being here in person. But I just kind of want to throw that out there just because of where she is. I participate remotely occasionally. Yeah. All right. Any other questions from the group?

**Bickford:** I don't believe so Todd. Appreciate it. Look forward to working with you. Do you have anything else Nicci?

**Edmondston:** I don't have anything else other than I would just like to thank each of you for your participation and your willingness to come for the comp plan kickoff, since I know that for the majority of everyone, other than our chairman, has not had the opportunity to participate in a comprehensive plan, review and update. I'd also like to throw out that as it's been mentioned, here, fight next Monday would typically be our work session, but we understand that the board has an important meeting on the 17th. So we will have our work session on the 19th, which has a couple of different things on the agenda, and then we will fall back into our regularly scheduled meeting plan on the 24th for our regular Planning Commission meeting. So next Wednesday.

**Bickford:** The work session on the 19 is a continuation of the gold mine, metallic mining.

**Edmondston:** Also on the 24th. The board will be meeting here in this room at 6pm. They there the anticipation would be that they would be voting on the budget. So we will just have our meeting immediately following the board. That's that evening, but we will still plan to be here at 6pm on the 24th.

**Bickford:** All right, good. Commissioners, anybody have anything they want to express at this time? Seeing none, do I have a motion to adjourn?

**Kapuscinski:** Motion

**Shumaker:** Second.

**Bickford:** All in favor Raise your right hand. Work session is adjourned.

**Commissioner Kapuscinski moved, Commissioner Dorrier seconded, and was unanimously carried by the Commission to adjourn the meeting.**

There being no further business, Chairman Bickford declared the meeting adjourned.

ATTEST:

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Nicci Edmondston  
Zoning Administrator

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John Bickford  
Chairman