



POWHATAN COUNTY
Agricultural and Forestal District Advisory Committee
Agenda: Regular Meeting
Tuesday, September 7, 2021
9:30 a.m.
Huguenot Volunteer Fire Department (Conference Room)
1959 Urbine Road

AGENDA ITEMS

1. Call to Order

Mr. Max Timberlake, Jr. (Chairman)

2. Administrative Items

- a. Roll Call
- b. Certification of Quorum
- c. Adoption/Amendment of Agenda
- d. Approval of Minutes: April 20, 2021, May 18, 2021, and June 15, 2021

3. Public Comment Period #1

At this time, the Agricultural and Forestal District Advisory Committee (AFDAC) will hear citizen comments on matters not scheduled for a public hearing that involve the services, policies, and affairs of Powhatan County government related to agricultural, forestal, and open space land uses.

4. Old Business

- a. Review of the Crawford Site Visit

5. New Business

- a. Outreach Committee Update
- b. Data Collection Update
- c. Website Status

6. Next Meeting

- a. Assignments

7. Public Comment Period #2

At this time, the Agricultural and Forestal District Advisory Committee (AFDAC) will hear citizen comments on matters not scheduled for a public hearing that involve the services, policies, and affairs of Powhatan County government related to agricultural, forestal, and open space land uses.

8. Adjourn

Next Scheduled Meeting: Wednesday November 3, 2021 (9:30 a.m.)

AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE
REGULAR MEETING
SEPTEMBER 7, 2021



AGENDA ITEM #2D

Minutes of the April 20, 2021, May 18, 2021, and June 15, 2021 Meetings

Requested Action: Approve (as presented or with any requested revisions) the Minutes of the April 20, 2021, May 18, 2021, and June 15, 2021 Meetings.

The following pages include a draft of the minutes of the April 20, 2021, May 18, 2021, and June 15, 2021 meetings.

April 20, 2021

VIRGINIA: AT A REGULAR MEETING OF THE AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE HELD IN THE HUGUENOT VOLUNTEER FIRE DEPARTMENT, 1959 URBINE ROAD IN POWHATAN COUNTY, VIRGINIA, TUESDAY, APRIL 20, 2021 AT 9:30 AM

Committee Members Present

Carson Tucker
Max Timberlake, Jr.
Bill Cox
Robert Harper¹
Pam Pleasants
Betty Walters
Terry Adcock

Committee Members Absent

Bill Sifers
Dave Moyer
James Timberlake II

Staff Members Present

Andrew Pompei, Planning Director
Thomas Incorvaia, Planner I

1. Call to Order

Mr. Tucker called the meeting to order at 9:30 AM.

2. Administrative Items

a. Roll Call

When roll call was conducted, six (6) members were present, with one member participating remotely.

b. Certification of Quorum

With seven (7) members present, the Committee had a quorum.

c. Adoption/Amendment of Agenda

Mr. Tucker amended the agenda to add the approval of minutes as Item #2b and the review of the application form as Item #5c.

d. Approval of Minutes

Mr. Timberlake made a motion to approve the minutes as presented, seconded by Ms. Walters. The minutes for the March 2, 2021 were approved.

3. Public Comment Period #1

John Cokesbarger of the Monacan Soil and Water Board spoke in support of the Committee.

¹ Participated remotely.

April 20, 2021

4. Old Business

a. **Bylaws**

The Committee reviewed the bylaws and did not make any comments. Mr. Timberlake made a motion to adopt the bylaws, seconded by Mr. Cox. The bylaws were approved.

b. **Public Outreach**

The Outreach Committee made a presentation to the Committee. Members presented information regarding resources that could be posted online. The Outreach Committee asked for a list of objectives. The Outreach Committee sought clarification on whom they should outreach to. The AFDAC advised that outreach should be oriented toward recruiting new members.

The Outreach Committee sought clarification on the process of establishment of an AFD and the process of withdrawing from an AFD.

The AFDAC tasked the Outreach Committee to come up with a timeline to raise the awareness of the AFD Program. The Outreach Committee listed their goals for the year ahead.

c. **White Paper #2**

Additional questions were proposed for White Paper #2. The Committee was amenable to adding the questions to White Paper #2. The Chair, Vice Chair, County Attorney, and Staff will meet to develop answers to the questions posed and will present the answers for discussion at the next AFDAC meeting.

d. **Site Visits**

The Committee agreed to look at parcels by each AFDD and asked Max Timberlake to develop a protocol for organizing site visits. The Committee discussed who would attend site visits. The Committee discussed the need and purpose of the site visits. The Committee agreed to review the existing data, and then a letter will be sent to each property owner with that data, stating the landowner may have the option to schedule a site visit. The committee may choose to investigate any anomalies based on that data.

e. **Review Notification Letter**

The Committee will be drafting a new letter that will be sent to each AFD separately.

5. New Business

a. **Data Collection**

This topic was covered during the discussion on site visits.

b. **Keeping the Planning Commission and Board of Supervisors Informed**

The Committee suggested informing the Planning Commission and Board of Supervisors ad hoc as activity occurs.

c. **Review Application Form**

The Committee will review the application form at the next meeting.

April 20, 2021

6. Next Meeting

a. Data Collection

The Committee will be sending out a letter with the existing information; asking the property owners to verify the data that the County has on hand.

~~**b. Assignments**~~

7. Public Comment Period #2

Sally Taylor asked about the minimum size of a parcel within the AFD.

Kitty Osborne (1017 Dorset Road) said that she is considering enrollment within the AFD Program, but she is concerned that the only way to withdraw from the program is to get permission from the Board of Supervisors. She said she had some difficulty finding the information on the website.

The Committee agreed to have additional on Tuesday, May 18, 2021 (9:30 a.m.) and Tuesday, June 15, 2021 (9:30 a.m.) at the same location.

8. Adjourn

The meeting adjourned at approximately 11:10am

Carson Tucker
Chairman

Thomas Incorvaia
Planner I

May 18, 2021

VIRGINIA: AT A REGULAR MEETING OF THE AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE HELD IN THE HUGUENOT VOLUNTEER FIRE DEPARTMENT, 1959 URBINE ROAD IN POWHATAN COUNTY, VIRGINIA, TUESDAY, MAY 18, 2021 AT 9:30 AM

Committee Members Present

Carson Tucker
Max Timberlake, Jr.
Bill Cox
Robert Harper¹
Pam Pleasants²
Betty Walters
Terry Adcock
Dave Moyer

Committee Members Absent

Bill Sifers
James Timberlake II

Staff Members Present

Thomas Incorvaia, Planner I

1. Call to Order

Mr. Timberlake called the meeting to order at 9:30 AM.

2. Administrative Items

a. Roll Call

When roll call was conducted, seven (7) members were present, with two (2) member participating remotely.

b. Certification of Quorum

With eight (8) members present, the Committee had a quorum.

c. Adoption/Amendment of Agenda

Ms. Walters suggested a change to the agenda to allow Mr. Riley to speak. There was some discussion as to when to hear Mr. Riley and it was determined that the Committee would hear him after the First Public Comment Period. Additionally, the Outreach Committee asked to be given time to speak.

3. Public Comment Period #1

Mr. Riley spoke about the County's Comprehensive Plan and discussed how the AFDAC should pursue expansion by inviting the owners of Priority Conservation Areas to join existing Districts or to create new districts.

¹ Participated remotely.

² Participated remotely.

May 18, 2021

The Outreach Committee asked for a standing agenda item so that they could present their efforts at next meeting. The Outreach Committee was asked for budget so that they could raise awareness. Mr. Cox told the Outreach Committee that he would work with them and the County Administrator to possibly obtain funding. The Outreach Committee asked if the Comprehensive Plan should be revised to increase environmental protection. Mr. Tucker explained the difference between the Code of the County and the Comprehensive Plan. Mr. Cox explained that the Commonwealth of Virginia would allow for a corridor strategy that would allow for great preservation. The AFDAC agreed that they need to be more involved with the Planning Commission and the Board of Supervisors. The AFDAC agreed that they would appear before the Board of Supervisors to discuss changes to the Comprehensive Plan. The AFDAC charged the Outreach Committee to come up with draft language for the new Comprehensive Plan.

4. Old Business

a. **White Paper #2**

The Committee reviewed the proposed answers to the questions submitted in White Paper #2. The Committee agreed to change some of the submitted answers.

b. **Review Application Form for AFD Additions/Withdrawals**

The Committee reviewed the application form and made several changes.

c. **Letter to Property Owners**

Committee wants to review a sample letter and discussed what information would be provided with the letter.

5. New Business

a. **Introduction: Interim Staff Coordinator (Thom Incorvaia)**

Mr. Incorvaia spoke regarding his background.

6. Next Meeting

a. **Data Collection**

The Committee wants to review a sample letter and information prior to sending of a letter next month.

7. Public Comment Period #2

No one from the public appeared to speak.

8. Adjourn

The meeting adjourned at approximately 11:35am

Carson Tucker
Chairman

Thomas Incorvaia
Planner I

June 15, 2021

VIRGINIA: AT A REGULAR MEETING OF THE AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE HELD IN THE HUGUENOT VOLUNTEER FIRE DEPARTMENT, 1959 URBINE ROAD IN POWHATAN COUNTY, VIRGINIA, TUESDAY, JUNE 15, 2021 AT 9:30 AM

Committee Members Present

Carson Tucker
Max Timberlake, Jr.
Bill Cox
Robert Harper
Pam Pleasants
Betty Walters
Terry Adcock

Committee Members Absent

Bill Sifers
James Timberlake II
Dave Moyer

Staff Members Present

Thomas Incorvaia, Planner I
Andrew Pompei, AICP, CZA, Director of Planning

1. Call to Order

Mr. Tucker called the meeting to order at 9:30 AM.

2. Administrative Items

a. Roll Call

When roll call was conducted, seven (7) members were present.

b. Certification of Quorum

With seven (7) members present, the Committee had a quorum.

c. Adoption/Amendment of Agenda

Mr. Tucker added item, "5B- Plans for the Election of a New Chair". Mr. Tucker stated that he would be stepping down as chair.

3. Public Comment Period #1

No members of the public spoke during the public comment period.

4. Old Business

a. White Paper #2

The Committee reviewed Mr. Tucker asked how the white papers will be presented to the Board of Supervisors. There was discussion regarding the content of the white papers and how that content would be presented to the Planning Commission and the Board of Supervisors. After discussion, Mr. Tucker suggested that an email be sent to the Board of Supervisors with a status update, with in-person presentation at least annually. Mr. Timberlake and Mr. Pompei will work collaboratively to draft that email.

June 15, 2021

b. Review Application Form for AFD Additions/Withdrawals

There was a question as to whether references to *lessee* were removed from the application, the references were removed.

c. Letter to Property Owners

Committee wants to re Mr. Tucker noticed a typo in Paragraph #4 (change “is” to “if”). Mr. Tucker moved that the letter be sent.

The letters would be sent all at once to all members, and the committee members will be updated at the next meeting regarding the responses received.

Members suggested adding a third column on the parcel information page and/or a checkbox indicating what changes are requested. The person completing the form should provide their name.

Members suggested that a contact phone number be added to the letter.

5. New Business

a. Outreach Committee Update

Comprehensive Plan Update: Potential updates to the comprehensive plan were prepared by the Outreach Committee. A draft of potential changes was presented to members and discussed. Members suggested that the AFDs shown on the Priority Conservation Area maps be highlighted more.

Mr. Tucker suggested that the draft document of proposed comprehensive plan changes be emailed to the Board of Supervisors by the chairman. Additionally, Mr. Tucker suggested that the chairman submit a request to the Board of Supervisors that the proposed comprehensive plan changes be discussed at a future meeting (e.g. placed on the agenda). Individual members may speak during planned public comment periods and/or submit comment letters. Mr. Tucker made a motion that the actions be taken by AFDAC, and members consented.

Budget: The proposed budget suggested by the Outreach Committee was presented. Mr. Tucker suggested that the committee review the proposed budget for a week and provide comments, and that the outreach committee work on the brochure.

Brochures: Members discussed the content and format of the draft brochures prepared by the Outreach Committee

b. Elect New Chair

Mr. Tucker requested that the Vice Chair appoint a nominating committee and bring back two nominees for the position of Chair and Vice Chair.

Mr. Cox nominated Mr. Timberlake as chair, and Ms. Walters seconded that. The nomination carried unanimously.

Mr. Timberlake nominated Mr. Tucker as vice chair, and Ms. Walters seconded.

c. Site Visits

June 15, 2021

Mr. Timberlake has been coordinating with Glenn Crawford regarding a group visit to his property, which is enrolled in the AFD. Members consented to Mr. Timberlake coordinating a site visit with Mr. Crawford

d.

6. Next Meeting

There was discussion about scheduling a conference call to discuss the draft brochure and whether it is considered a public meeting.

There was discussion about the upcoming Board of Supervisors workshop regarding the comprehensive plan.

7. Public Comment Period #2

Wilson spoke about his potential interest in enrolling in the AFD Program since an adjoining property owner is enrolled in the AFD Program. He suggested that his interest in enrolling in the program is slow growth but questioned the benefits to him.

8. Adjourn

The meeting adjourned at approximately 11:33am

Max Timberlake, Jr.
Chairman

Thomas Incorvaia
Planner I