1. EDA October 4, 2016 Agenda

   Documents:

   EDA AGENDA 10-4-16.PDF

# CITY OF POQUOSON

# ECONOMIC DEVELOPMENT AUTHORITY

## OCTOBER 4, 2016

***Regular Meeting***

**ECONOMIC DEVELOPMENT AUTHORITY**
***Regular Meeting***
October 4, 2016 8:30 am
**Poquoson City Hall – Council Chambers**

A. ROLL CALL

**CONSENT AGENDA**

B. APPROVAL OF MINUTES
   a. September 13, 2016 – regular meeting

C. REPORT OF THE SECRETARY
   a. None

D. REPORT OF THE TREASURER
   a. Not Available at This Time

**DISCUSSION AGENDA**

D. PUBLIC COMMENT

E. NEW BUSINESS
   a. Revise BMP Maintenance Contract to reflect Fiscal Year – Theresa Owens
   b. EDA Big Woods Study Group

F UNFINISHED BUSINESS
   a. Alphus Street BMP Overview - Ellen Roberts
   b. Review of EDA properties
   c. Comprehensive Plan Update

G. STAFF ACTIVITIES
   a. Schedule of Wetlands Delineation Expiration Dates
   b. Opportunities for International Trade
   d. Grand Openings and Ribbon Cuttings
   e. Next Meeting Date – November 1, 2016

H. ADJOURNMENT

# POQUOSON ECONOMIC DEVELOPMENT AUTHORITY

**Board of Directors Regular Meeting**
**September 13, 2016, 8:30 a.m.**
**Poquoson City Hall – Council Chambers**

**PRESENT:** Donald F. Booth, Jr., Chairman
Alan E. Meetze, Vice Chairman
Henry L. Freeman, Director
Timothy O. Trant, II, Director
Walter E. Apelt, Director

J. Randall Wheeler, City Manager
David Callis, Economic Development (ED) Director
Charity Gavaza, Economic Development (ED) Coordinator
Deborah L. Vest, Director of Community Development
D. Wayne Moore, City Attorney
Mary J. "Evie" Insley, Secretary

**ABSENT:** Angela Ward-Costello, Director
Kristen Webber, Director

Chairman Booth called the meeting to order at approximately 8:30 a.m. in the Council Chambers located at 500 City Hall Avenue.

## APPROVAL OF THE CONSENT AGENDA

Vice Chairman Meetze moved, seconded by Director Trant, to approve the Consent Agenda as submitted. Recorded vote on the motion:

YES: Directors Freeman, Trant, Apelt, Meetze and Chairman Booth.

NO: None.

## SPECIAL PRESENTATION

J. Randall Wheeler, City Manager, updated the Directors on the Fountains of Poquoson's requests to City Council the prior night for a Land Use Map Amendment, Rezoning and Conditional Use Permit for Phases III and IV. He further explained that Mr. Moses has constructed the first mixed use building, Phase I, adjacent to the Poquoson Commons Shopping Center and that Phase II would consist of two more similar buildings. Phase III would consist of two more mixed use buildings and one commercial building which will front on Wythe Creek Road. Phase IV will be 26 townhome units. The City approved Mr. Moses requests with one amendment.

Mr. Wheeler then addressed the City Council's April 2016 retreat, at which Chairman Booth was in attendance, regarding the development of the EDA-owned properties in the North Victory Boulevard assemblage in an effort to move toward what the City wants in this assemblage. In a related August 22nd work session a consensus on nine Guiding Principles for Development and five Possible Development Concepts for further study were identified. The results were presented as a Resolution which City Council adopted on September 12, 2016.

Listed below are the Nine Guiding Principles for Development of this property:

- The City should continue its efforts to develop the assemblage and to further refine a specific development vision which will allow the site to be marketed for specific, rather than general, uses.
- Development should be of gateway quality in terms of building design, building materials, uses and landscaping and should not be residential or industrial in nature.
- Development should not negatively impact traffic conditions on Victory Boulevard.
- Development should complement but not detract from or significantly compete with the existing business corridor.
- The assemblage should not be used for public buildings or facilities.
- The City will consider a potential private-public partnership on the property for certain types of projects such as recreational and/or cultural center.
- Development should enhance the quality of life and increase opportunities for citizens to shop locally.
- Development should not take the form of traditional strip mall development.
- The Assemblage should not be sold or developed piecemeal.

The five Possible Development Concepts are:

- Regional Sporting Goods Store (i.e., Cabals or West Marine)
- Nautical Themed Retail
- Public-Private Recreation and/or Cultural Center Project
- Hi-Tech Manufacturing or Medical Facility
- Professional Office-Mixed Use

The Manager stated that Council wished to establish a Committee consisting of one Councilmember, one member of the Planning Commission, all EDA directors, selected senior staff members and Rick Weddle, HREDA Executive Director. The first phase (approximately 90 days) is to prioritize the five best development options for this property. The second phase (about 120 days) will be focused on a detail feasible study of these options (a consultant may be needed for this phase).

Further discussion was held regarding the mixed use/residential or industry possibilities and the directions that could interface with the Legacy development and Mr. Wheeler restated the guiding principles in the Resolution.

## PUBLIC COMMENT

There was no public comment.

## NEW BUSINESS

*1. Alphus Street BMP Overview*

Charity Gavaza, Economic Development Coordinator, advised the Directors that City staff was implementing new screening/protective vegetation around the Oxford Run pond and newly constructed wetland projects. It had been suggested that the EDA may be interested in what landscaping was implemented and how it may be utilized to supplement the EDA's pond. She further explained that Ellen Roberts, Engineer, had agreed to speak at the October meeting regarding what type of vegetation was used and how the addition could benefit the EDA. Ms. Gavaza also mentioned that due to drainage regulations changing, Ms. Roberts would also address impacts on the current maintenance contract formulas brought about by the July 2015 regulation changes.

*2. PETA Mobile Clinic Location Request*

David Callis, Economic Development Director, stated that the Community Recreation office was contacted by Ms. Rachel Hood, Administrative Manager for the PETA Mobile Clinic Division who asked if there would be an easily recognized location in Poquoson where the mobile van could be located one day a month to provide low cost spay/neutered and other basic veterinary services. Ms. Hood stated that there would only be one 39 foot long, self-contained trailer and one staff car from 7:30 a..m. to 4:00 p.m. with no more than 5 to 10 visitors at a time. Discussion by the Directors suggested that the Teen Center may not be the best location as it was difficult to maneuver into the lot from the intersection of Little Florida Road, Poquoson Avenue and Laydon Way. They suggested that a City location such as the City Hall parking lot would be more accessible and easier to locate. They also suggested alternatives such as Food Lion or Farm Fresh. It was decided that the Teen Center would be permissible only if an alternation location could not be secured.

## UNFINISHED BUSINESS

*1. Review of EDA Properties*

Director Trant stated that he and Attorney Wayne Moore had begun a preliminary review of the properties and had prepared a spread sheet, crossed referenced with the GIS information as to the date acquired and the cost of the property. Mr. Trant advised that he still needed to get with Mr. Moore to obtain the history on how and why the properties were obtained by the EDA and then they could make a full report to the EDA.

*2. Comprehensive Plan Update*

Director Trant reported that his participation on the Comprehensive Plan Steering Committee was to ensure open relations with the Citizen Participation Team (CPT) and City Council as well

as the EDA. This month they have been developing a plan to receive input from citizens representing a cross section of the City. They have developed a website for citizen input and have reserved a booth at the Poquoson Seafood Festival. They are meeting almost weekly and are very focused on gathering information from the public and the business interest as well.

**STAFF ACTIVITIES**

1. Ms. Gavaza reported that the City Council had approved Straight Shot Brewery's request for a Conditional Use Permit; however, there has not yet been a site plan provided. The grant funding that had been discussed for this property has all been expended for this year so the plan is to get in an early application if this grant is offered again next year.

2. Ms. Gavaza also requested that the members of the EDA please be on the lookout for any citizens who are thinking of beginning their own business. Each year START Peninsula has a "Shark Tank" type event to find and support new businesses. Poquoson has supported this event the past five years, but has not yet been successful in finding a local entrepreneur to apply for this event.

3. The ED Coordinator reported that she had recently taken a tour of The Fountains of Poquoson with Mr. Bob Moses and that he Poquoson Conference and Kitchen facility was ready for rental for special occasions at the rate of $50 an hour with three hour minimum. Islander Kids is ready to pend and the Corner Bristro and Café is opening soon offering quality food. There are eight total apartments with rent from $1,400 a month for 2 bedrooms and $1,850 for 4 bedrooms.

4. Mr. Callis stated that on Saturday, September 17th there would be a Grand Reopening Ribbon Cutting for Farm Fresh, followed by the ribbon cutting for the new playground area built and paid for by the Poquoson Lions at South Lawson Park.

5. The next meeting will be held on the regularly scheduled first Tuesday of the month, October 4th at 8:30 a.m.

**ADJOURNMENT**

After some review discussion on Big Woods zoning and development, Chairman Booth then adjourned the meeting at approximately 9:42 a.m.

_____ Chairman

_____ Secretary

**CITY OF POQUOSON**
**Economic Development Authority**
**500 City Hall Avenue, Poquoson, Virginia 23662-1996**
**(757)868-3000 Fax (757)868-3101**

Memorandum

TO: Poquoson Economic Development Authority

FROM: Economic Development Director

DATE: October 4, 2016

SUBJECT: Delineation Expiration Dates

Tax Parcels – 27-1-96, 27-1-97A, 27-1-98
S.E. corner "intersection of City Hall Avenue & Victory Boulevard"(aka Lotkowictz Property) **May 31, 2021**

Tax Parcel 27-1-94A (aka Gladys Moore Property) **October 28, 2018**

Tax Parcels – 18-1-119, 18-1-94A, 18-1-93A, 18-1-134, 188-1-117, 18-1-116 "Six Parcels on Victory" ( aka Big Woods) **July 22, 2019**