

**WOOD HAVEN PARTICIPATION COMMITTEE MEETING**

**Friday, February 17, 2017 at 10:00 a.m.  
Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room)  
313 Luck Avenue, SW, Roanoke, VA 24016**

**AGENDA**

1. Welcome, Call to Order, Introductions ..... *Chairman Gates*
2. Roll Call ..... *Jackie Pace*
3. Approval of the December 16, 2016 Minutes, pp. 2-5 ..... *Chairman Gates*
4. Approval of the FY 2018 Budget for the WVRIFA Participation ..... *Chairman Gates*  
Committee
5. Wood Haven Master Plan Update ..... *Beth Doughty*
6. REQUEST FOR A CLOSED MEETING, p. 6

A communication from Thomas C. Gates, Chairman of the WVRIFA Participation Committee, requesting that the Participation Committee convene in a Closed Meeting to discuss the potential acquisition of privately-owned property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

7. END CLOSED MEETING AND RECONVENE REGULAR MEETING
8. Adoption of Certification Resolution of Closed Meeting, 7 ..... *Chairman Gates*
9. Other Business ..... *Chairman Gates*
10. Adjournment

## **MINUTES**

A meeting of the Western Virginia Regional Industrial Facility Authority's (WVRIFA) Participation Committee for the Wood Haven Road Project was held Friday, December 16, 2016 at 9:00 a.m. at the Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke, VA.

### **1. WELCOME, CALL TO ORDER, ROLL CALL**

Chris Morrill, City of Roanoke, called the meeting to order at 9:05 a.m. Jackie Pace called the roll and stated that a quorum was present.

Participation Committee Members Present: Tom Gates, Roanoke County; Chris Morrill, City of Roanoke; and Melinda Payne (designee for Kevin Boggess), City of Salem.

Others in Attendance: Wayne Bowers, Roanoke City Economic Development; Laura Carini, Roanoke City Attorney's Office; Sherry Dean, Roanoke Valley-Alleghany Regional Commission; Beth Doughty, WVRIFA; John Hull, WVRIFA; Jill Loope, Roanoke County Economic Development; and Jackie Pace, Roanoke Valley-Alleghany Regional Commission.

### **2. APPOINTMENT OF PARTICIPATION COMMITTEE CHAIR**

Article II, Section 2.1 of the proposed Participation Committee Bylaws states that the Committee members shall appoint the Chair of the Participation Committee. Mr. Morrill suggested the committee chair position be filled by the member representing the locality hosting the land.

#### **Participation Committee Action:**

Melinda Payne moved that Tom Gates be appointed to serve as the Chair of the Participation Committee. Motion was seconded by Chris Morrill and carried.

Tom Gates then assumed the duties as Chair of the Participation Committee.

### **3. APPROVAL OF BYLAWS FOR THE WVRIFA PARTICIPATION COMMITTEE**

The proposed Bylaws for the WVRIFA Participation Committee were distributed earlier. Beth Doughty stated that the Bylaws had been reviewed by the legal counsel of each of the three localities. Laura Carini reminded members that actions by the Participation Committee would have to be approved by the Western Virginia Regional Industrial Facility Authority Board. Carini also stated that the Participation Committee would need to designate a person to take meeting minutes. The Committee unanimously agreed that Jackie Pace be designated for this role.

#### **Participation Committee Action:**

Chris Morrill moved approval of the Bylaws for the WVRIFA Participation Committee, as presented. Motion was seconded by Melinda Payne and carried.

### **4. SELECTION OF CONSULTANT FOR THE MASTER PLAN**

John Hull reported on the process used to select the consultant for the Master Plan for the Wood Haven Road Project. A Request for Qualifications (RFQ) was advertised in November 2016 for master planning and related services. The scope included development of the master plan and activities needed to map development constraints on the property. Services also include assistance with rezoning application and attendance at rezoning hearings. Six proposals were received and reviewed by the Selection Committee (composed of planning and economic development officials from the three localities, as well as John Hull and Beth Doughty with the WVRIFA). Three finalists were recommended for interviews (Draper Aden Associates, Timmons and Thompson & Litton). After interviews, the Selection Committee unanimously selected the firm of Draper Aden to begin negotiations for a scope of work and contract.

The Selection Committee met with Draper Aden to review the scope of work/contract. Draper Aden prepared an initial proposal which was reviewed and comments were made by the Selection Committee. Draper Aden addressed the comments and then submitted a revised proposal. (A copy of the revised proposal, including all feedback from the Selection Committee, was distributed at the Participation Committee meeting on 12/16/16.) Hull stated the Committee is looking for a recommendation from the Participation Committee to proceed with the contract negotiations with Draper Aden. Morrill asked about their strengths versus the other two firms. Hull stated Draper Aden's strengths showed through on their presentation phase. Other strengths recognized were: integration of technology, sensitivity to public meetings and engaging community involvement. Pricing outlined in their proposal included the following meetings: (1) three public/community meetings, (2) one County Planning Commission meeting, and (3) one Board of Supervisors' meeting. Concerning any additional meetings/workshops, Doughty responded the price would have to be renegotiated per terms of their contract (which did include an "add on" for additional meetings/services). Other services/master plan components to be undertaken by Draper Aden included topographic survey, subsurface utility engineering and base map; geotechnical and geophysical due diligence; cultural resources assessment; wetlands delineation and determination; floodplain and stormwater management; transportation engineering services; and master plan development. Gates stated that this project would have to go through a rezoning process, which would entail several public meetings. Doughty envisions the first public meeting to be more information gathering and making a connection with the community. Wayne Bowers asked if expenses for the public meeting(s) would be paid out of the bond fund. Doughty said yes, in addition to the recent \$20,000 grant received from Appalachian Power Company.

**Participation Committee Action:**

Chris Morrill moved approval to enter into contract negotiations with Draper Aden Associates for the Wood Haven Road Master Planning and related services. Motion was seconded by Melinda Payne and carried.

(NOTE: A 10-day notice of award will be posted on the WVRIFA website.)

**5. RECOMMENDATIONS ON DEVELOPMENT STANDARDS FROM COMMITTEE**

Doughty reported that the Selection Committee met three times to come up with recommendations with situation analysis and development. Doughty outlined the timeline for the project. It was projected that the first public meeting would be held January 26, 2017, followed by the second meeting in April, and the third meeting in May. After that time, a draft of the Master Plan would be ready, with the final Master Plan expected in June 2017. The rezoning process is anticipated during July. Notices for the first public meeting will be sent out by U.S. mail on WVRIFA letterhead to 1,200+ Roanoke County households and businesses in the affected area two weeks prior to the January 26 public meeting. Gates also reported that the notice of the community meetings would be posted on the websites of the three localities, as well as the WVRIFA website. Gates stated that the committee was looking at Northside High School for the location of the first meeting. Jill Loope reported that Northside Middle School was available on January 26 and that they can accommodate up to 325. Northside High School's auditorium holds 665 and break-out sessions could take place in the cafeteria but Loope noted that the high school is not available on the January 26 date. Doughty voiced concern that the space at the Middle School may be too small. Members asked Loope to contact Northside High School about the availability of other possible dates to hold the first meeting (i.e., January 31 or February 2). Members agreed that the time should be from 6-8 p.m. and that the meeting would begin with a presentation, followed by break-out sessions.

A significant amount of resources is being put into traffic analysis. The consultant firm undertaking the traffic analysis element of the project is Davenport.

Loope reported that the Selection Committee focused on uses and agreed on a PTD (Planned Technology Development District) zoning which allows for a variety of uses including custom manufacturing, general offices and laboratories. The Committee further agreed that any kind of commercial use would have to be associated with manufacturing (ancillary use).

Doughty stated that the Participation Committee needs to make a decision concerning the general direction to give Draper Aden about acceptable or desired uses for the property. General direction will inform the process.

Doughty stated there was consensus by the Selection Committee that retail sales and hospitality would be ancillary, not primary, uses of the property. Doughty noted this was a consensus discussion to make sure all parties are in agreement with the uses as outlined in the handout. Melinda Payne noted that Kevin Boggess would have concern with hospitals or hotels being primary uses.

Chair Gates stated he would not remove anything at this point. Gates further stated that "hospital" could be interpreted in many ways (i.e., a pharmaceutical business, in-patient testing, laboratory, clinic, etc.).

Doughty reported the other part of the development guidelines is "Investment and Jobs". Hull recently prepared an analysis of the largest industrial projects with 50+ acres (Ardagh, Eldor and Deschutes). The employment ranged from 95 to 350, and the total investment per acre ranged from \$1.4 to \$1.7 million in real estate, machinery and tools. That information was used as a baseline to develop performance criteria for jobs and investment that would be used as a guiding policy on the property. A recommended project criterion is a minimum of \$1.4 million per acre OR of 8 jobs/acre. The recommended wage criterion is in excess of the prevailing average wage for the Roanoke Region MSA (currently \$41,804).

Gates stated the job standard is worrisome along with problematic transportation issues. Gates asked if this information would be written into covenant restrictions on site, along with stipulating a specific number of jobs. Loope noted that she was not sure that this was an appropriate benchmark for the covenant but could be a guiding principal. Morrill said that since there are only three partners, we need to keep flexibility. Doughty said the guidelines should be used for benchmark recruitment screening. Loope noted that these are only recommendations from the Selection Committee at this point. Doughty recommended that this be a guiding policy to consider projects moving forward but to maintain a certain degree of flexibility.

Chair Gates stated that it sounded as if the Participation Committee agreed with the information from the Selection Committee and has a good understanding of what direction to give Draper Aden to get started. Morrill said he also thinks that Draper Aden's work will generate other recommendations, such as traffic, that will be helpful. Doughty said she feels that the transportation study is one of the most important parts of the master planning work because of the characteristics of this property.

## **6. OTHER BUSINESS**

Wayne Bowers asked if there were any administration fees (referring to the Participation Agreement where it mentions initial payment of administration fees on or before January 1, 2017). Doughty said no, the administration fees go to the WVRIFA. Bowers asked if there were any administration fees just for the Participation Committee. Loope said there would be some expenses involved with the mailing for the first public meeting. Discussion focused on a Participation Committee budget. Laura Carini referred to Section IV – Annual Budget in the Participation Agreement... *"As soon as practicable after the Committee is formed, and thereafter by March 1 of each year, the Committee shall develop and present to the Participants and the Authority a budget for the fiscal year beginning the following July 1..."*. Gates directed staff to look into developing a budget for the Participation Committee.

The meeting was adjourned at 9:50 a.m.

Submitted by:

Jackie L. Pace  
Recording Secretary

**WESTERN VIRGINIA  
REGIONAL INDUSTRIAL FACILITY AUTHORITY**

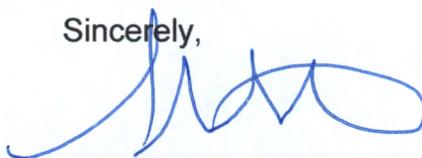
**PARTICIPATION COMMITTEE**  
Wood Haven Road Project

February 7, 2017

Dear Participation Committee Members:

This is to request a Closed Meeting at the next scheduled meeting of the WVRIFA Participation Committee on Friday, February 17, 2017 at 10:00 a.m., to discuss or consider the potential acquisition of privately owned property pursuant to Section 2.2-3711 (A)(3), Code of Virginia, 1950, as amended.

Sincerely,



Thomas C. Gates, Chairman  
WVRIFA Participation Committee

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Administered by:

**Roanoke Valley-Alleghany Regional Commission**  
P.O. Box 2569, Roanoke, VA 24010

540.343.4417 / [info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

**CERTIFICATION RESOLUTION**

**RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY  
WITH THE CODE OF VIRGINIA**

**WHEREAS**, the Western Virginia Regional Industrial Facility Authority Participation Committee has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Western Virginia Regional Industrial Facility Authority Participation Committee that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Western Virginia Regional Industrial Facility Authority Participation Committee hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Western Virginia Regional Industrial Facility Authority Participation Committee.

*The 17<sup>th</sup> day of February, 2017*