

# Working Group Syllabus

Draft – 1/8/2019



**Purpose:** *Richmond 300* Working Groups are topic-specific groups charged with creating the initial recommendations for Richmond 300, which will be vetted and amended by the community at-large during public meetings in September and October 2019.

**Composition:** Working Groups must have at least 10 consistent members who commit to attending all meetings. Each Working Group will include members of the Advisory Council, Technical Team, PDR liaison, subject matter experts, and a meeting facilitator.

**Co-Leader Responsibilities:** The two Working Group leaders will report the working group proceedings to the Advisory Council/Technical Team, help set the agenda for the Working Group meetings, and assist in keeping the meeting on task.

**Meeting Dates, Times, and Venues:** The Working Groups meeting dates, times and venues will be determined by the co-leaders, in consultation with City staff. The meetings will occur February through July 2019. The meeting dates, times, and locations will be determined by January 31<sup>st</sup>.

**Transparency:** All Working Group meetings will be open to the public and meeting materials will be posted online at richmond300.com.

**Topics:** The Working Groups will be divided into 5 broad topic areas listed below. Additionally, there are cross-sectional topics, such as public health, public education, public safety, sustainability, which will not be forgotten but have representation across multiple topic areas:

- **Land Use** (including historic preservation, public facilities, urban design)
- **Economic Development** (including employment and income, culture and tourism)
- **Housing**
- **Transportation**
- **Environment** (including parks and recreation, natural resources, utilities, sustainability/resiliency)

## Schedule

### January

- *January 9:* Advisory Council Meeting (policy small group discussions on economic development, housing, and environment)
- *January 14-February 8:* PDR Staff meetings with Working Group co-leaders to plan meeting topics, dates, times, and locations for March through July

### February

- *February 13:* Advisory Council Meeting (draft vision and goals, parking study update)
- *February 27:* Land Use Working Group Meeting (draft future land use categories)

**March**

- *March 13:* Land Use Working Group Meeting (draft future land use map)
- *Dates TBD:* Economic Development, Housing, Transportation and Environment Working Group meetings

**April**

- *April 10:* Advisory Council Meeting (Working Group reporting)
- *Dates TBD:* Economic Development, Housing, Transportation and Environment Working Group meetings

**May**

- *Dates TBD:* Economic Development, Housing, Transportation and Environment Working Group meetings

**June**

- *June 12:* Advisory Council Meeting (Working Group reporting)
- *Dates TBD:* Economic Development, Housing, Transportation and Environment Working Group meetings

**July**

- *Dates TBD:* Economic Development, Housing, Transportation and Environment Working Group meetings

**August**

- *August 14:* Advisory Council Meeting (Working Group reporting, framework for Community Consultation #2)

**September-October**

- *September 11:* Advisory Council Meeting (review Community Consultation #2 materials)
- *Dates TBD in September and October:* Community Consultation #2 – community meetings held at various locations through the city and an online survey to review and refine the recommendations developed during the Working Group meetings
- *October 9:* Advisory Council Meeting (agenda TBD)

**Land Use Working Group** (including historic preservation, public facilities, urban design)

Highlighted text = task for the co-leads

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| <b>Meeting Dates and Topics</b>  | February 13, 2019 – future land use categories<br>March 13, 2019 – future land use draft map<br>[need to schedule future meetings and topics of meetings]  |
| <b>Suggested Venues</b><br>[need to select a venue]                    | RPS School (Knight)<br>City Hall 5 <sup>th</sup> Floor (Pinnock)<br>City Hall observation deck (or someplace with wide view) (Jacocks)<br>I could host at VCU (Pitt)<br>Main Library or Library of Virginia - need big space (Crump)<br>Williams Mullen, 200 S. 10th Street -- off-street parking + conf. rooms<br>have A/V and can seat any number of attendees, plus birds-eye<br>view of much of city (Lloyd)<br>Young Men Love and Union Club (Wilson)<br>DMV (Crump)<br>Main Library (Wilson)<br>RRPDC (Jacocks)<br>UR Downtown, 626 E Broad St (O'Dwyer)<br>VDOT (Poole)<br>Studio Two Three (Hawkins - Monday evenings are usually good. I'm<br>also happy to reach out to Lyft Richmond and see if we can arrange<br>free rides to/from for any group members needing transportation.) |
| <b>Time</b> [need to select a time]                                    | 2-5pm – 3 votes<br>3-6pm – 6 votes<br>4-7pm – 3 votes<br>9am-12pm – 1 vote   |
| <b>Advisory Council Lead</b>   | Ted Ukrop  |
| <b>Technical Team Lead</b>   | Kim Chen   |
| <b>AC and Tech Team Members</b>  | Cyane Crump<br>Chuck Davidson<br>Barbara Jacocks<br>Preston Lloyd<br>Gray O'Dwyer  |
| <b>Other Working Group Leads to Attend February and March Meetings</b> | Jane Ferrara (Economic Development Lead)<br>Nick Feucht (Housing Lead)<br>Bernard Harkless (Economic Development Lead)<br>Max Hepp-Buchanan (Transportation Lead)<br>Dironna Moore Clarke (Transportation Lead)<br>Burt Pinnock (Housing Lead)<br>Damian Pitts (Environment Lead)<br>Alicia Zatcoff (Environment Lead)   |
| <b>PDR Liaison</b>   | William Palmquist<br>Yessenia Revilla  |

**Economic Development Working Group** (including employment and income, culture and tourism)

Highlighted text = task for the co-leads

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|---|--|
| <b>Meeting Dates and Topics</b>                     | [need to schedule meetings and topics of meetings]   |
| <b>Suggested Venues</b><br>[need to select a venue] | 1717 Innovation Center (McCoy, Jacocks)<br>DMV (Poole)<br>Dominion Payroll Office (Scott's Addition) (Lockett)<br>Gather Garage (I'm a member. I can reserve for free - Bibbs)<br>Main Library (Gray, Knight)<br>Studio Two Three (Hawkins - Monday evenings are usually good. I'm also happy to reach out to Lyft Richmond and see if we can arrange free rides to/from for any group members needing transportation.)<br>Redskins Training Facility (Crump)<br>Urban Hang Suite (Wilson)<br>VDHR Collections Room, 2801 Kensington Ave (O'Dwyer) |
| <b>Time</b> [need to select a time]                 | 2-5pm - 2 votes<br>3-6pm - 4 votes<br>4-7pm - 3 votes  |
| <b>Advisory Council Lead</b>                        | Bernard Harkless   |
| <b>Technical Team Lead</b>                          | Jane Ferrara   |
| <b>AC and Tech Team Members</b>                     | Jonathan Bibbs<br>Jer'Mykeal McCoy<br>Rodney Poole<br>Betty-Anne Teter<br>Meredith Weiss   |
| <b>PDR Liaison</b>                                  | TBD  |

## Housing Working Group

Highlighted text = task for the co-leads

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|---|---|
| <b>Meeting Dates and Topics</b>                     | [need to schedule meetings and topics of meetings]  |
| <b>Suggested Venues</b><br>[need to select a venue] | Sun Trust Mortgage Headquarters (McCoy)<br>Main Library (Poole, Knight)<br>Community Space in Manchester? (Jacocks)<br>Conrad Center or Robinson Theater (Wilson)<br>VCU, RAR (Adams)<br>Highland Park Senior Apartments, Does BHC/Goodwyn have meeting space? (Crump)<br>SFCD @ 205 Broad, 6PIC on Brookland Park (Pinnock)<br>Richmond Better Housing Coalition meeting room, 23 West Broad Street, Suite 100 (O'Dwyer)<br>Studio Two Three (Hawkins - Monday evenings are usually good. I'm also happy to reach out to Lyft Richmond and see if we can arrange free rides to/from for any group members needing transportation.) |
| <b>Time</b> [need to select a time]                 | 2-5pm - 4 votes<br>3-6pm - 5 votes<br>4-7pm - 5 votes<br>6-8pm - 1 vote   |
| <b>Advisory Council Lead</b>                        | Burt Pinnock  |
| <b>Technical Team Lead</b>                          | TBD   |
| <b>AC and Tech Team Members</b>                     | Wilken Fernandez<br>LaToya Gray<br>Ashley Hawkins<br>Joyce Knight<br>Dan Mouer<br>Olivya Wilson   |
| <b>PDR Liaison</b>                                  | Jonathan Brown  |

## Transportation Working Group

Highlighted text = task for the co-leads

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|---|---|
| <b>Meeting Dates and Topics</b>                     | [need to schedule meetings and topics of meetings]  |
| <b>Suggested Venues</b><br>[need to select a venue] | RPS School (Knight)<br>DMV (Crump)<br>Main Library (Wilson)<br>RRPDC (Jacocks)<br>UR Downtown, 626 E Broad St (O'Dwyer)<br>VDOT (Poole)<br>Studio Two Three (Hawkins - Monday evenings are usually good. I'm also happy to reach out to Lyft Richmond and see if we can arrange free rides to/from for any group members needing transportation.) |
| <b>Time</b> [need to select a time]                 | 2-5pm - 2 votes<br>3-6pm - 2 votes<br>4-7pm - 2 votes   |
| <b>Advisory Council Lead</b>                        | Max Hepp-Buchanan   |
| <b>Technical Team Lead</b>                          | Dironna Moore Clarke  |
| <b>AC and Tech Team Members</b>                     | Brian Copple<br>Louise Lockett<br>Jennifer Mullen<br>Richmond City Health District<br>Mike Sawyer   |
| <b>PDR Liaison</b>                                  | TBD   |

**Environment Working Group** (including parks and recreation, natural resources, utilities, sustainability/resiliency)

Highlighted text = task for the co-leads

|   |   |
|---|---|
| <b>Meeting Dates and Topics</b>                     | [need to schedule meetings and topics of meetings]  |
| <b>Suggested Venues</b><br>[need to select a venue] | RPS School (Knight)<br>DMV (Crump)<br>I could host at VCU (Pitt)<br>DPU, 1801 Commerce Road (Hatchett)<br>Arthur Ashe Center (Wilson)<br>Maymont or Chimborazo Park House (Jacocks)<br>Pine Camp Arts and Community Center, 4901 Old Brook Road (O'Dwyer)<br>Science Museum of Virginia (Lockett)<br>War Memorial/Tredegar? Something with connection to River? (Crump)<br>UR Downtown has a lower level room that can fit 20+ (Mullen)<br>Studio Two Three (Hawkins - Monday evenings are usually good. I'm also happy to reach out to Lyft Richmond and see if we can arrange free rides to/from for any group members needing transportation.) |
| <b>Time</b> [need to select a time]                 | 2-5pm - 3 votes<br>3-6pm - 3 votes<br>4-7pm - 3 votes   |
| <b>Advisory Council Lead</b>                        | Damian Pitt   |
| <b>Technical Team Lead</b>                          | TBD   |
| <b>AC and Tech Team Members</b>                     | Jennifer Hatchett<br>Kendra Norrell<br>Monica Lozano<br>Elyana Javaheri<br>Brianne Mullen   |
| <b>PDR Liaison</b>                                  | Anne Darby  |

## Appendix 1:

This Appendix includes the feedback from the Advisory Council and the Technical Team on the November 2018 version of the syllabus.

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**Ideas how to make the syllabus better** (from responses sent to Advisory Council and Technical Team via the online survey)

1. For workshops 2 and 3, staff should provide brief updates to each Working Group on what the other four Working Groups have discussed, suggested, etc. throughout the process. This will (potentially) help create harmonized recommendations that are consistent.
2. I am interested in finding out if this is easy to read/follow by members of the public who are not familiar with planning processes.
3. I know we want community input and the 3-6 pm time frame concerns me on that front. I would be open to meeting later in the evening or on a weekend for these sessions to make sure that community members are able to attend.
4. I really think because the groups are condensed and cover a lot of areas that we are careful that each area gets adequate attention. Perhaps the working groups could create a rough schedule on which topics they will cover over each meeting to ensure all topics get the proper attention.
5. i think there is a problem with just three long meetings with two months in between each. Seems like there will be a loss of continuity & people will lose touch with the topic - i think more, shorter meetings closer together would yield better results
6. I'd like to make the meetings open to the public, but no public comment is permitted until the last hour (5-6) pm. The meetings may have as many AC members as want to participate and City staff, but no public participation until the last hour/comment section. AC members or staff may invite experts or stakeholders to comment on the work and offer advice, but there should be a clear distinction between decision-makers and decision-influencers. I worry that by asking AC members to "nominate" participants that this turns into a political process and reignites issues of "who has a seat at the table?" It also makes these meetings larger and more cumbersome, limiting the amount of work that will actually get done. The public should be involved, and the public should see how the sausage gets made, and I don't disagree that expert help and advice are a good thing. However, I want to see us accomplish things- particularly if we are trying to get something done by the end of next year.
7. Parks and Recreation is part of land use and public facilities.
8. Suggest letting each working group define their 3 hour meeting time (3-6PM, 4-7PM, 7-10AM, etc.)
9. Yes, my only change would be to have the second meeting of each working group be open to the public. The first meeting should be about identifying the long list of possible actions within the topic areas. The second meeting includes public input on the long list. The third meeting is about refining the long list to a shorter one.



**Comments on the Working Group Topics** (from responses sent to Advisory Council and Technical Team via the online survey)

1. As I commented in today's workshop, the environment topic in particular feels huge. Perhaps there is a way to do "breakout sessions" during the workshops to allow members of the working groups with expertise in particular areas dive deeper into certain topics. I would also add equity as a cross-sectional topic.
2. Considering the amount of time that we have to compile, draft and finalize a master plan (and the limitations in resources), I get why there are five major categories. Also, it appears that the five working group topics are according to the input submitted via the Open Houses and surveys. But, I would not want matters like public education and public safety to be forgotten or swept under the rug. A good school system is what will keep families in Richmond and there are those who are living in areas where crime is concentrated who should not be forgotten during this process. Perhaps there can be subcommittees within the working groups which can address these issues?
3. From my perspective the working groups would benefit from some local/neighborhood input. There may be big picture ideas that generally apply city-wide, but the big picture encompasses lots of details and those details matter. How a big picture idea works in one area may not work the same way in another that has different topography, development and history.
4. I think it's good. See my concerns above.
5. I think so; I think the input of staff and outside experts will be really important here to make sure that the groups are working together and understand what the other groups are thinking/doing.
6. I think the overall groups are great, and I know there has been breakdowns as to what each working group would focus on, but I think it would be important to - as a group- decide the topics each group would be covering, as I imaging there will be overlaps and topics that would be covered in all the groups.
7. I think we should make the "Housing" category a "Living" category that encompasses housing, schools, public facilities, and public safety. I also think the public health category should be assigned to "Environment". I understand that there are many crossovers, but I agree with Maritza that the categories need to be simple themes that are easy to communicate.
8. with some careful attention to the overlap--connective tissue, crosswalk issues. Advisory council co-lead on each working group will need to be very active in order to bring all the pieces together with staff.