

**ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION**  
**MINUTES OF THE**  
**April 21, 2025 Meeting**  
**ENTERPRISE BUILDING**  
**ACCOMAC, VIRGINIA**

**COMMISSIONERS PRESENT:**

Robert Crockett	Accomack County
C. Reneta Major	Accomack County
Adam Charney	Northampton County
Rev. Charles J. Kellam	Northampton County
Betsy Mapp	Northampton County
Gwendolyn F. Turner	Accomack County
L. Dixon Leatherbury	Northampton County
Donald L. Hart, Jr.	Accomack County
Calvin Washington	Accomack County
Donna Smith	Accomack County
Vanessa Johnson	Accomack County

**COMMISSIONERS ABSENT:**

Mike Tolbert	Town of Chincoteague
John Coker	Northampton County

**OTHERS PRESENT:**

Anne Doyle	
Sandy Taylor	
Elaine Meil	
Eric Luchansky	
Faith Lewis	
Tom Leigh	
Myra Taylor	Alliance for Chesapeake Bay

1. Call to Order  
The April 21, 2025 meeting of the Accomack-Northampton Planning District Commission (A-NPDC) was called to order by Chairman Mapp at 7:00 p.m.
2. Invocation  
Commissioner Crockett offered the Invocation.

3. Minutes of the March 17, 2025 Meeting

The Minutes of the March 17, 2025 Meeting were presented. Commissioner Hart moved to approve the minutes as presented. Seconded by Commissioner Turner, the motion was carried by unanimous vote.

4. Financial Status Report

The report indicated 62.64 percent of the FY 2025 Budget had been expended while 75 percent of the fiscal year had passed.

Commissioner Crockett moved to approve the Financial Status Report as presented. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

5. Financial Statement / Bills Payable

The Financial Statement, including the current Bills Payable were presented. Commission approval of the Financial Statement was requested.

Commissioner Crockett moved to approve the Financial Statement and Bills Payable. Seconded by Commissioner Hart, the motion was carried by unanimous vote.

6. Projects

Informational Items

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**Director of Planning Report**

Below is a comprehensive list of Planning Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

3220 - EDA-Economic Development Planning	A. Doyle
3600 - Drone Medical Package Delivery - In Close-out	A. Doyle
3592 - Bay Act DEQ BMPs - In Close-out	A. Doyle
3211 - USDA for Melfa Industrial Park for Economic Development Authority	A. Doyle
3547 - DEQ/CZM Technical Assistance & Resiliency Planning	R. Chandler
Xxxx- DEQ Water Supply Plan	R. Chandler
3401 - VDOT Rural Transportation Planning	A. Doyle
3589 - VDEM Hazard Mitigation Plan 2026	R. Chandler
3221 - Wachapreague Sewer Installation Project	A. Doyle
3587 - Eastern Shore Regional Navigable Waterways Committee	K. Singleton
3571 - A-N Ground Water Committee Projects	R. Chandler
3334 - Agricultural Study - In Close-out	A. Doyle
3580 - DEQ Chesapeake Bay WIP	E. Luchansky
3353 - Waterway Dredging Northampton County - Nassawadox Creek Phase 1	K. Singleton
3365 - Waterway Dredging Northampton County - Nassawadox Creek Phase 2	K. Singleton
3355 - Waterway Dredging Northampton County - Red Bank Creek Phase 1	K. Singleton
3620 - Delmarva Agricultural Community Resilience	S. Dudas

3352 - Waterway Dredging Accomack County - Folly Creek Phase 1	K. Singleton
3354 - Dredge Material Management Initiative	K. Singleton
3218 - Safety Action Plan - USDOT Safe Streets for All Program	H. Spurlock
3675 - FHWA RAISE Grant for ESRT	A. Doyle

<b>3220</b>	<b><i>Economic Development Administration - Economic Development Planning</i></b>	Anne Doyle, ext. 115
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The Eastern Shore's two counties lack the dedicated funding to put forth a regional economic development program. Since our emergence from the pandemic, initiatives within the region's five economic sectors have been determined, but uneven. A-NPDC's coordination of the *Eastern Shore Economic Development Committee* constitutes the sole regional economic development organization. A-NPDC relies on the U.S. Department of Commerce-Economic Development Administration's annual funding to implement regional economic development initiatives. The Economic Development Administration has apparently frozen its 2025 funding through the Partnership Planning Grant and this has placed the region's only economic development program in jeopardy.

<b>3600</b>	<b><i>Drone Medical Package Delivery</i></b>	Anne Doyle, ext. 115
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The USDOT project close-out continues to take place this month. A-NPDC, Riverside, ODU and DroneUp intend to apply to USDOT for Stage Two funding in Summer 2025. A-NPDC is coordinating with NASA-Langley on a Corridor Concept Study to develop and test advanced Uncrewed Aerial Systems (UAS) between NASA-Langley and NASA-Wallops to travel over the Eastern Shore corridor. Staff is also working with the Eastern Shore Community College to grow its *FAA UAS Collegiate Training Program*. The program prepares students for careers in this rapidly growing field that supports the region's agriculture, healthcare, and aerospace sectors. Most recently, staff assisted ESCC to receive the donation of a fixed-wing drone, systems control van, and associated equipment.

<b>3592</b>	<b><i>Technical Assistance for the Bay Act</i></b>	Anne Doyle, ext. 115
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Grant close-out is underway and is awaiting reimbursement of the final invoice. The broad purpose of this grant was to assist towns with incorporating resilience measures into their planning processes. A-NPDC staff created web pages for the towns to cover locality maps and plans related to compliance with the Chesapeake Bay Preservation Act, zoning requirements, historic district measures, and tree permits.

<b>3211</b>	<b><i>USDA Rural Business Development Grant</i></b>	Anne Doyle, ext. 115
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Consultant bGlobal progressing three tasks for the Economic Development Authority of Accomack County at the Melfa Industrial Park: 1) A current assessment of the market based upon economic indicators and interviews with business leaders and stakeholders, 2) A site development plan based upon options for subdivisions and utility enhancements, and 3) preparation of a comprehensive market strategy to attract complementary businesses with marketing materials to support the park. Also part

of the grant is a stormwater master plan that is nearing completion with information needed for wetlands delineation, lot subdivisions, and tenant maintenance agreements.

3526

*DEZ/CZM Technical Assistance & Resiliency Planning*

Rita Chandler, ext. 111

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A-NPDC staff provided the Water Supply Planning contacts for localities and the Regional Planning Area to DEQ by the due date of December 8, 2024. The DEQ Water Supply Plan kick-off meeting was held on March 13 at the Parksley Regional Library & Heritage Center. All 19 Eastern Shore towns and both county representatives were invited. Sixteen representatives attended the meeting, including both counties, the Town of Wachapreague, Virginia American Water, the VA Dept. of Agriculture and Consumer Services and North America Electrical Services as well as representatives of the Farm Bureau and local farmers. The Shore Strong Project plan overview and timeline were submitted to DEQ on 12/04/2024 and project discussion meetings were attended on 1/13/2024 and 3/03/2025. Facilitator training for the Photovoice project was held on 2/06, 2/10 and 2/13 and attended by A-NPDC staff. The final selection of a Facilitator for the Photovoice project is expected to be completed by the end of April. Staff participated in DEQ Coastal Hazards Phase I 309 Assessment meeting on 2/06/2025 and Phase II 309 Coastal Hazards Assessment meeting 3/4/2025.

3401

*VDOT - Rural Transportation Planning*

Anne Doyle, ext. 115

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Staff is assisting the Eastern Shore Rail Trail Foundation by producing marketing materials for public outreach and development efforts, and planning for the Foundation's website update and tie-in to social media. In compliance with the Rural Work Program, staff continue to attend the Accomack Northampton Transportation District Commission and Foundation monthly meetings and work toward full funding of the Eastern Shore Rail Trail.

3589

*VDEM Hazard Mitigation Plan 2026*

Rita Chandler, ext. 111

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Planning is underway for the update to the Hazard Mitigation Plan. The kick-off meeting for update of the Hazard Mitigation Plan was held on 2/14/2025. The first Project Management Team Meeting was held on 3/17/2025 attended by fourteen, including representatives from both counties, VDEM, VIMS, Public Safety, A & N Electric Cooperative and A-NPDC staff. The next meeting is scheduled for April 3, 2025.

3221

*Wachapreague - HUD and DEQ*

Anne Doyle, ext. 115

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The Wachapreague project is now in project close-out phase, with all sewer lines and grinder pumps fully installed, connected and operating. The contractor's final inspection will take place this month and final invoices will be approved, paid and submitted for reimbursement.

3587

*Eastern Shore Regional Navigable Waterways Committee  
(ESRNWC)*

Kellen Singleton, ext. 114

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The Nassawadox Creek project has submitted its Joint Permit Application ANPDC staff and project engineers are in the process of revising the current permit application to reflect an upland disposal effort on Tangier Island before moving to the construction phase. A Folly Creek draft JPA has been drafted and is under review by the committee. Discussions are ongoing with APO TNC regarding collaboration to beneficially utilize materials in habitat build-up. Staff will address and coordinate with the Tangier Island Town Council at their April 15, 6 PM Town Council Meeting concerning the upland disposal plan. A pre-application meeting with VMRC, VIMS, USACE, and DEQ staff will be held Tuesday, April 29, to discuss potential dredge material transport and disposal site surveying, selection, and logistics. A written ANPDC Application for FY 26 Virginia Port Authority Waterway Maintenance Fund was provided to VPA staff on March 1 to fund the remainder of the Nassawadox-Tangier effort. The next ESRNWC meeting is scheduled for Thursday, April 17th.

3353

*Waterway Dredging Northampton County - Nassawadox Creek  
Phase 1*

Kellen Singleton, ext. 114

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Moffat and Nichol have completed and submitted the project JPA, signed off by Northampton County. During the VMRC January 28, 2025 meeting the Virginia Marine Resources Commission Board unanimously denied the Nassawadox Creek Dredging Project, despite strong regional and local support. Citing the denial were environmental concerns, particularly potential impacts to subaqueous habitats, and submerged aquatic vegetation (SAV) related to the dredge material disposal plan. Staff identified four potential upland sites on Tangier Island, which were presented and reviewed by VIMS, VMRC, and USACE staff. Additional funding has been requested through the Virginia Port Authority Waterway Maintenance Fund to implement the planned removal of 22,400 CY of dredge material and upland placement on Tangier Island in a presentation and written proposal delivered to VPA staff on February 13th and 28th, respectively. Staff will address and coordinate with the Tangier Island Town Council at their April 15, 6 PM Town Council Meeting concerning the upland disposal plan. A pre-application meeting with VMRC, VIMS, USACE, and DEQ staff will be held Tuesday, April 29, to discuss potential dredge material transport and disposal site surveying, selection, and logistics.

3352

*Waterway Dredging Northampton County - Folly Creek Phase 1*

Kellen Singleton, ext. 114

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The ESRNWC has determined to move forward and prepare a permit for mechanical dredging with a contractor-supplied upland placement site. A draft JPA has been completed, including the JPA form, DMMP specific to Folly Creek, gradation/Sediment data from vibracore samples, and permit figures. The draft is under review by the committee.

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The Ground Water Committee met on February 18. The Committee sent a comment letter to DEQ regarding a new withdrawal for the Yorktown, where the wells have not been drilled, that was required to conduct an alternative source investigation of the Columbia surficial aquifer but only within the next ten years. DEQ responded but issued the permit for the Yorktown. A letter was sent to DEQ Director Rolband expressing concerns. He responded on March 11, 2025, stating that DEQ's analysis determined the Lower Yorktown Eastover aquifer would not be negatively impacted by the withdrawal levels presented in the draft permit when considered with all other withdrawals from the aquifer. Director Rolband also stated that he will direct staff to look into ensuring compliance with regulations for alternative (surficial) aquifer testing and evaluation within 10 years of permitting for all facilities required to conduct alternative source investigations. The Committee may be requesting legislative changes to the Code of Virginia and Virginia Administrative Code.

Residential well testing results were received and sent out on 2/10/2025 to the residents who participated in well water testing in October 2024. Two sites that tested positive for E. Coli will need to be re-tested. Arcadis plans to do the re-testing for those sites following the Groundwater Committee meeting on April 15th.

A Groundwater training was held at the AREC on March 12, 2025, attended by 12 Virginia Tech students and 4 Master Gardeners. It was well received.

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All work on the study has been completed and the project is being closed-out. Subsequent to a meeting on March 6, 2025 with the grantor, the Virginia Department of Conservation and Recreation (DCR), the Grants Manager has confirmed that full reimbursement has been approved by DCR and is currently in the hands of the Virginia Resource Authority for payment.

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Staff continues to educate clients on the proper use of well and septic systems.

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The selection committee shortlisted two of the four firms that responded to the SS4A RFP; Kimley Horn and Mead and Hunt. Oral interviews were subsequently conducted. Both firms were deemed highly qualified however the committee decided to enter contract negotiations with Kimley Horn based primarily on their relevant experience on Virginia's Eastern Shore.

Staff attended the monthly Accomack-Northampton Transportation District Commission to provide status. Staff also attended training on the State of Virginia electronic procurement system - eVA.

3675

*USDOT RAISE Grant - Eastern Shore Rail Trail*

Anne Doyle, ext. 115

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USDOT has assigned a replacement grant coordinator at the Federal Highway Administration (FHWA). Staff is working with her to execute the Project Administration Agreement.

3620

*Delmarva Agricultural Community Resilience Project*

Sherry Dudas, ext. 129

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This project, led by Virginia Tech and NOAA, will develop a regional collaborative of local and regional governments and extension organizations in rural areas of coastal Virginia, Maryland, and Delaware with the overall goal to build enduring capacity for planning and implementation of community supported risk reduction efforts that engage the strengths and capabilities of a broad range of actors in the rural coastal zone. Staff has compiled resources for outreach for next steps.

**Director of Housing Development Report**

Below is a comprehensive list of Housing Service Department projects, should you wish to contact the project manager for more information. Details about the featured projects follow the list.

336250 - Continuum of Care	J. Hope
3661 - HUD-Housing Counseling Services	A. Wert
3662 - VHDA HCE Foreclosure / Housing Counseling	A. Wert
315710 - Family Self Sufficiency (FSS)	R. Williams

366250

*Continuum of Care (CoC)*

Jen Hope, ext. 123

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Community Partners of the Eastern Shore's General Membership met on March 12th at ESCC. The next General Membership meeting is scheduled for May 14th. Raw numbers for the Annual Homeless Point-In-Time Count have been issued indicating a decrease in local homelessness reported. Staff will present the final numbers when the report is issued. The Virginia Department of Housing and Community Development(DHCD) typically issues the final report during the summer.

3661

*HUD Housing Counseling Services*

Andrea Wert, ext. 125

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22 clients are receiving homeownership counseling. 5 clients have received a pre-approval through Virginia Housing for a mortgage (two are current Section 8 clients). 19 clients are working to repair

their credit, pay down debt, and increase their savings and/or income. 2 clients should be ready to secure mortgage approval barring any unforeseen setbacks. There are no current foreclosure clients. 7 clients have successfully purchased homes in the past 23 months, and 3 of these families were formerly Section 8 tenants. The application for the next fiscal year has been released. This application is for the ongoing funding of both the HUD Housing Counseling program and the Housing Counseling Education program. Level funding is expected for both programs.

**3662**

***Virginia Housing Counseling & Education***

Andrea Wert, ext. 125

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Staff continues to conduct Financial Literacy, Rental Topics, and Fair Housing classes for new HCV recipients during intake briefings. Staff is conducting briefings once a month, with 6-12 attendants in each class. Staff is still seeking partners for 1st Time Homebuyer Certification classes.

**315710**

***Family Self-Sufficiency (FSS)***

Russ Williams ext. 124

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HUD awarded A-NRHA the Family Self Sufficiency (FSS) program as a supplement to administration of the HCV/Section 8 program. FSS offers financial incentives to qualified working HCV families, including escrow accounts and one-on-one housing counseling. The goal of the program is to build credit and assets in an effort to graduate from assistance and purchase a home, or otherwise become self-sufficient. FSS aligns well with our existing Housing Counseling programs. Staff are actively recruiting qualified families from the existing Section 8 tenant roster. There are currently 7 families contracted and participating in the program.

**Director of Housing Development Report**

Below please find a list of A-NPDC related Housing Development Department projects, should you wish to contact the project manager for more information. Details about featured projects follow the list.

300640 - Town of Onancock-Northeast Neighborhood	E. Luchansky
3690 - Occhannock Neck Road Project	E. Luchansky
3823 - FEMA - VDEM Accomack County	E. Luchansky
4710 - HMGP - DR-4001 & DR-4411	E. Luchansky
3801 - East Horntown CDBG Planning Grant	E. Luchansky
3340 - Holland Lane CDBG Planning Grant	E. Luchansky
4401 - VDH Septic and Well Assistance Program	E. Luchansky
300660 - Makemie Park Urgent Need Project	E. Luchansky

**300640**

***Town of Onancock - Northeast Neighborhood***

Eric Luchansky, ext. 118

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8 Watson Street has been demolished. 30 Boundary Avenue is completely rehabilitated. 5 Spady Lane is completely rehabilitated. 4 Cross Street is 66% complete. 12 Church Street is 20% complete. Once VDOT approves the design for sidewalks, contracts for construction will be signed.

**3690** *Occohannock Neck Road Project* Eric Luchansky, ext. 118

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The two-bedroom home is in the process of being sold. An agreement is being worked on to sell to an eligible homeowner. The one-bedroom home will be completed once water and sewer are hooked up by the town. The interior work for the duplex on Virginia Street is underway.

**3823** *Accomack County VA HMGP 4291-VA-009 Elevation Project* Eric Luchansky, ext. 118

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No update.

**4710** *Accomack County VA 4401-VA-016 Elevation/Acquisition Project* Eric Luchansky, ext. 118

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Demolition by Advantage Lawn Care is scheduled for this month for the Sanford acquisition.

**3801** *East Horntown Planning Grant* Eric Luchansky, ext. 118

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The grant was not funded. Staff has met with DHCD and received a debrief on improving the application. When the grant cycle opens, we will resubmit.

**3340** *Holland Lane - Cheriton Planning Grant* Eric Luchansky, ext. 118

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The grant was not funded. Staff has met with DHCD and received a debrief on improving the application. When the grant cycle opens, we will resubmit.

**4401** *VDH Septic and Well Assistance Program* Eric Luchansky, ext. 118

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One septic was installed in Nassawadox. One septic was installed in Lee Mont. One septic contract is signed for Saxis, and one is signed for Temperanceville.

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All paperwork has been submitted to close out this grant.

## 7. Grants

### **VDOT Rural Work Program - \$72,500**

Planning staff members are currently preparing an application due May 1, 2025 for the FY 2026 Rural Transportation Planning Work Program. This grant for \$72,500, of which 20 percent must be matched by local funds, enables A-NPDC to provide transportation planning assistance to the regional Transportation District Commission and to local jurisdictions and transportation organizations. An adopted resolution by the A-NPDC Commissioners is required to be submitted along with the application. Staff therefore requests the Commission's adoption of the FY 2026 Rural Transportation Planning Funds Resolution.

**Adoption of the Rural Work Program Resolution and authorization to apply is requested.**

### **USDA/VDACS Specialty Crop Block Grant Program - \$49,326.00**

In early April, planning staff prepared and submitted an application for this program that, if successful, will provide \$49,326.00 in funding designed to increase markets as well as profitability for specialty crop producers on the Eastern Shore of Virginia by first contracting a consultant to conduct a survey of specialty crop producers, their crops and their market outlets as well as any agritourism opportunities they may offer. A fresh-from-the-shore brand will be developed and marketing to increase awareness of ESVA specialty crops by consumers will be implemented by developing a consumer-driven campaign using social media, digital advertising, print materials, and visual graphics throughout the region to encourage consumers to purchase ESVA products at farmers' markets, farm stands, u-pick locations, local restaurants and on online platforms as well as providing information regarding agritourism opportunities offered by specialty producers. In addition, a website, where consumers and buyers can search for a specialty crop and find a local producer from which to buy it from, will be created and promoted.

**Retroactive Authorization to apply is requested.**

### **VDACS Planning Grant Program**

The A-NPDC is updating its Comprehensive Economic Development Strategy (CEDS), required by the U.S. Economic Development Administration (EDA) as a condition of keeping its Economic Development District designation, in its continuing effort to strengthen the Eastern Shore of Virginia's economy and build on its aquaculture/agricultural-based assets. Grant funding will be used to add a robust aqua/agriculture component to this plan.

**Authorization to apply is requested.**

Authority to execute these contracts is being requested. Commissioner Hart moved to authorize the execution of these contracts. It was seconded by Commissioner Crockett, the motion was carried by unanimous vote.

8. Executive Director's Memo

Federal Funds Report

According to VDEM, the Federal Emergency Management Agency (FEMA) has suspended payments. There were three outstanding items but, the largest one, will be paid next week. Two remain outstanding.

The US Department of Housing and Urban Development (HUD) has not approved staff for access to the online system to draw down the entirety of one grant which expires at the end of April. Staff has been working with the Richmond Field Office and has complied with all instructions. Since September, four attempts have failed and one is ongoing. Representative Kiggins has been contacted.

The Economic Development Administration (EDA) has not issued the Partnership grant application, usually issued in December for the calendar year. On April 14, the guidance on the Comprehensive Economic Strategy was updated, removing climate change and DEI language, and released. The CEDS is the primary work of the Partnership grant and so it appears that EDA has not canceled the program.

Representative Kiggins was contacted regarding the Rail Trail agreement. It was determined that it was a bureaucratic mistake at the Region above the level of our previous Coordinator, who took the federal buyout and has left, where the agreement had not been forwarded to the Secretary. FHWA has asked staff to resubmit the original paperwork for the new Coordinator to complete a review. Otherwise, FHWA has been promptly paying remittances on the open contracts.

The only grant that comes from the Environmental Protection Agency was not held and a contract was issued on time.

The NOAA CZM grant application went forward and was submitted on time.

9. Other Matters

There were no other matters to discuss.

10. Public Participation

Tom Leigh, from the non profit organization Alliance for the Chesapeake Bay, introduced himself. He explained a grant opportunity to partnership with his organization, the VA Municipal League, Delaware League on Local Governments and the Maryland Municipal League. The Alliance would provide technical assistance to small local towns or municipalities on Delmarva within the Chesapeake Watershed. They would assist in implementing bay friendly practices, green infrastructure like stormwater mitigation, putting trees in your park, ditch projects, and erosion control concerns. They would assist and find grant opportunities and manage the contractors. This partnership would enhance the momentum of the bay preservation goals.

11. Next Meeting

The next meeting is scheduled for Monday, May 19, 2025.

12. Adjournment

There being no further business brought before the Commission, Commissioner Hart moved to adjourn the meeting. It was seconded by Commissioner Charney, the motion was carried by unanimous vote. The meeting was adjourned at 7:40 p.m..

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Chairman, Betsy Mapp

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Executive Director, Elaine K. N. Meil