

**A Performance Based Assessment of the
Middle Peninsula Planning District Commission's
Coastal Technical Assistance Program**

Final Report

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Director of Regional Planning

October 27, 2008

NOAA Grant #:	NA07NOS4190178	Grant Year:	2007	Task #:	44
Progress for the period:	October 1, 2007 – September 30, 2008				
Agency/Locality:	Middle Peninsula PDC				
Project Title:	Technical Assistance				

This project was funded in part by the Virginia Coastal Zone Management Program at the Department of Environmental Quality through Grant #NA 07NOS4190178 Grant Year 2007 Task #44 of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, under the Coastal Zone Management Act of 1972, as amended.



Virginia Coastal Zone
MANAGEMENT PROGRAM



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INTRODUCTION

Natural resource based economic activities within the six counties and three towns of the Middle Peninsula include such activities as agricultural farming, fishing, silvaculture, tourism, and recreation. Each economic sector benefits Middle Peninsula coastal communities as well as the Commonwealth of Virginia and the nation's economy, contributing significant financial resources and jobs each year.

Coastal habitats also provide important environmental benefits by filtering pollutants from runoff; buffering shoreline communities against storms; and providing spawning grounds, shelter, and food for marine life, including a number of endangered or commercially important species. A number of factors, however, such as coastal development and associated sprawl, pollution, worsening storm damage, and rising sea levels jeopardize the future prosperity of the Middle Peninsula. Coastal development can damage habitats and alter sediment and water flows. Pollution from this development, including sewage effluent and storm water discharges, can contaminate water and marine life and may lead to outbreaks of diseases or curtail beach and ocean recreation. Coastal hazards, such as hurricanes and projected sea level rise, put people and property at risk and demonstrate the need for responsible management of the coastal zone that balances economic development with protecting coastal resources (*adapted from the United States Government Accountability Office Report to the Subcommittee on Oceans, Atmosphere, Fisheries, and Coast Guard, Committee on Commerce, Science, and Transportation, U.S. Senate -COASTAL ZONE MANAGEMENT -September 2008*)

The Middle Peninsula Planning District Commission's Coastal Technical Assistance Program (funded in part annually from the Virginia Coastal Zone Management program) provides the necessary administrative framework to assist rural Middle Peninsula coastal local governments with responsible management of the coastal zone that balances economic development with protecting coastal resources. The provision of long term CZMA financial investment provides capacity and stability for rural coastal localities and results in long term development of beneficial coastal public policy development.

The Middle Peninsula Planning District Commission's Coastal Technical Assistance Program provides ongoing coastal zone management support to member localities of the planning district through Grant #NA 07NOS4190178 Grant Year 2007 Task #44. The work program consisted of three distinct tasks:

- 1) MPPDC staff provided coastal management support to local government, local wetlands boards and local planning staff. MPPDC staff provided basic and specialized GIS analysis of development proposals, land conversion, land use plans, and local land use ordinance implementation.

- 2) MPPDC staff convened monthly-quarterly meetings and at least four training workshops with local government level planners, government administrators, and other appropriate government and NGO committees to assist with improved coastal planning.
- 3) MPPDC staff continued to work with member localities and the Middle Peninsula Chesapeake Bay Public Access Authority on issues related to the preservation of working waterfronts. As a special project, PDC staff identified and discussed the issues and conflicts that are affecting local government's ability to make the most of their waterfronts. A series of staff, administrator and policy maker level forums were held to discuss preservation of working waterfronts issues.

This final report provides a performance based assessment of the Middle Peninsula Planning District Commission's Coastal Technical Assistance Program. This program uses federal-state and local partnerships to manage natural, cultural, and economic resources in coastal areas. The program performance is juxtaposed against the three tasks identified above and will be evaluated on four performance areas for each of the three deliverables.

- Section 1 Program Purpose and Design
- Section 2 - Strategic Planning Question
- Section 3 - Program Management Question
- Section 4 - Program Results/Accountability

The performance based assessment standards were developed using a combination of sources including standards utilized by the ExpectMore.GOV program assessment of the Coastal Zone Management Act Program <http://www.whitehouse.gov/omb/expectmore/detail/10001018.2003.html#performanceMeasures>) and the United States Government Accountability Office Report to the Subcommittee on Oceans, Atmosphere, Fisheries, and Coast Guard, Committee on Commerce, Science, and Transportation, U.S. Senate -COASTAL ZONE MANAGEMENT -September 2008

Product #1

Report of Coastal Management Support

The nine local governments of the Middle Peninsula Planning District rely upon MPPDC staff for “quick and urgent” GIS maps and technical assistance for the development of and support for new or existing public policy or grant qualifications.

Section 1 Program Purpose and Design

Measure: Is the Coastal Management Support program purpose clear?

Explanation: #1 Annually, MPPDC staff prepares a grant application requesting financial assistance from the Virginia Coastal Zone Management program at the Department of Environmental Quality. As part of the grant submittal process, MPPDC gives an annual report of Virginia Coastal Program technical assistance project activity to MPPDC Commissioners (elected officials and appointed representatives to the MPPDC). As part of that process, staff and commissioners discuss new and future project ideas. Commissioners are annually notified of Coastal Management Support program opportunities. Commissioners report back to the local Boards of Supervisors concerning various services and issues available to member localities. #2 Annually, MPPDC adopts an agency Overall Program Design and Budget. Each PDC project and funding level is discussed. Commissioners are engaged in a discussion about Coastal Management Support provided by the adoption of the MPPDC Overall program design and budget.

Evidence: #1 Minutes and action taken by the governing body at the April 25, 2007 regular meeting of the MPPDC. #2 Minutes and action taken by the governing body at the May 23, 2007 regular meeting of the MPPDC.

Measure: Does the Coastal Management Support program address a specific and existing problem, interest, or need?

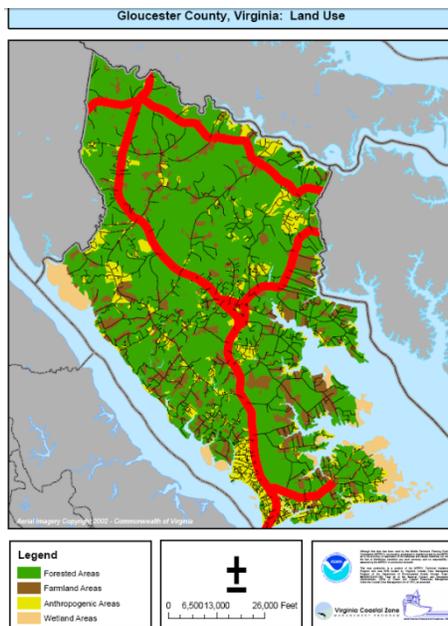
Explanation: Local government staff primarily work directly with constituents on daily or short term planning issues and permit requests. Local staff generally are not equipped to consider long range or long term policy issues. PDC staff, with financial support from the Coastal Program provide capacity and the “long term perspective” necessary for future policy consideration or assessment.

Evidence: MPPDC staff produced over 75 GIS maps and GIS assessments for various elected officials, planning commissioners, local staff and referred constituents.

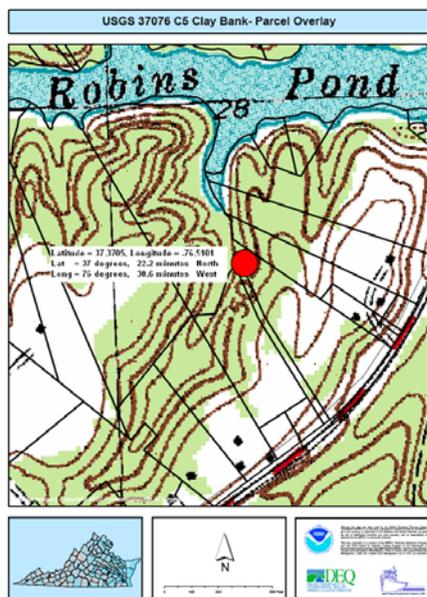
For example: October, 2007 a Gloucester Board of Supervisor member calls MPPDC staff and requests an aerial map of a proposed subdivision. The Supervisor was walking into the meeting and needed the map within 5 minutes for discussion with the developer. MPPDC staff was able to produce the map, convert to PDF and e-mail a copy to the meeting location. The map may appear to only be a simple aerial map, but the elected official knew MPPDC staff could provide GIS assistance through the Coastal Management Support program.



October 2007: Woodville, Development Meeting. Non-descript map, made with five minutes notice, and used by elected official for coastal policy discussion.



February 2007- anthropogenic, open space assessment map developed for use by local planners who did not have the time or capacity to produce the product. The map was used for an assessment of green space for comprehensive planning.



September 2008- Custom USGS map produced for a Gloucester County resident referred to MPPDC staff for GIS assessment for a permit request to the Army Corps of Engineers.

Measure: Is the Coastal Management Support program designed so that it is not redundant or duplicative of any Federal, state, local or private effort

Explanation: The MPPDC Coastal Management Support Program exists to respond to specific local needs by elected officials. The MPPDC Commissioners annually develop, discuss and adopt an annual work plan based on the needs and wants of member localities. Commissioners are tasked with allocation of scarce resources to deliver solutions. The Coastal Management Support program is supported locally by matching dollars. As a matter of policy, the Commission believes the program is needed and delivers important services for member localities.

Evidence: #1 Minutes of the April 25, 2007 regular meeting of the MPPDC. #2 Minutes of the May 23, 2007 regular meeting of the MPPDC.

Measure: Is the Coastal Management Support program design free of major flaws that would limit the program's effectiveness or efficiency?

Explanation: Yes, the program is designed to be responsive to specific elected officials needs, requests by local planning staff, and constituent directed requests.

Evidence: MPPDC staff responded to over 75 requests for GIS assessment over the grant period. See appendix A for monthly report on staff activity under the program.

Measure: Is the Coastal Management Support program effectively targeted, so program resources reach intended beneficiaries and/or otherwise address the program's purpose directly?

Explanation: Yes, the MPPDC Commission meets monthly to review the work of the MPPDC staff working under the Coastal Management Support program and to discuss new and future policy issues. MPPDC Commissioners discuss specific needs and issues and staff responds. Staff also meets monthly with local government administrators to discuss various coastal zone management issues. The agenda for the meetings are not preset, but rely upon the chief administrative officers to “bring to the table” issues of coastal concern. PDC staff respond to specific issues discussed.

Evidence: See appendix A for monthly report on staff activity under the program

Section 2 - Strategic Planning Question

Measure: Does the Coastal Management Support program have ambitious targets and timeframes for its long-term measures?

Explanation: The Coastal Management Support program’s scope of work includes a provision to provide up to four GIS analyses per locality, per year. Because of the continuous 21 year history of annual funding of the program, member localities access services differently and at different intervals.

Evidence: The Coastal Management Support program strives to provide 36 GIS analyses per year, but due to the high quality of GIS services, the program annually exceed this amount. For TASK #44, over 75 requests for assistance were acted upon.

Section 3 - Program Management Question

Measure: Does the Coastal Management Support program have procedures (e.g., competitive sourcing/cost comparisons, IT improvements, appropriate incentives) to measure and achieve efficiencies and cost effectiveness in program execution?

Explanation: The MPPDC annually adopts a budget and keeps financial records for all project expenditures as well as an annual audit is performed, reviewed and accepted by the Commission. Specific expenditures to the Coastal Management Support program are line itemed within the

project scope of work and tracked monthly. The agency Executive Director monitors staff time and direct project expenses charged to each project.

Evidence: MPPDC uses expense categories which are more categorical than the project budget from the approved scope of work. This level of financial tracking allows project managers to track specific expenditures.

Revenue and Expenditure Report by Project

Middle Peninsula Planning District Commission		Run Date: 11/13/2007					
Period 07/01/07 to 10/31/07		Run Time: 11:10:22 am					
		Page 26 of 28					
Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
32104 FY08 Coastal TA				Project Period	10/1/2007	to 9/30/2008	
Revenues							
40000 Regional Share	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00%
41300 VDEQ	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00%
Revenues	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00%</u>
Expenses							
50000 SALARIES	27,006.00	0.00	1,763.98	1,763.98	1,763.98	25,242.02	6.53%
50500 FRINGE BENEFITS	9,182.00	0.00	575.65	575.65	575.65	8,606.35	6.27%
53400 Office Supplies	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
54100 Private Mileage	0.00	0.00	14.55	14.55	14.55	-14.55	0.00%
54900 Travel Expense Other	3,718.00	0.00	35.00	35.00	35.00	3,683.00	0.94%
55300 Conferences	0.00	0.00	299.60	299.60	299.60	-299.60	0.00%
56200 Data Processing Costs	0.00	0.00	58.90	58.90	58.90	-58.90	0.00%
59700 INDIRECT COSTS	18,094.00	0.00	1,045.37	1,045.37	1,045.37	17,048.63	5.78%
Expenses	<u>60,000.00</u>	<u>0.00</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>56,206.95</u>	<u>6.32%</u>
Project Revenues:	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00%</u>
Project Expenses:	<u>60,000.00</u>	<u>0.00</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>56,206.95</u>	<u>6.32%</u>
Project Balance:	<u>0.00</u>	<u>0.00</u>	<u>-3,793.05</u>	<u>-3,793.05</u>	<u>-3,793.05</u>		

Measure: Does the Coastal Management Support program collaborate and coordinate effectively with related programs?

Explanation: Staff utilize a network of professional contacts including federal, state, local, academic and private consultants to collect and disseminate GIS data and technical assistance.

Evidence: For example, October 2007: Consulted with Brandon Fleckle, Special Consultant to Federal Emergency Management Agency concerning digitizing the Federal Emergency Management Agency Flood Insurance Rate Maps. March 2008: Provided GIS mapping assistance to Clay Johnson, Bay Transit Operations Coordinator, requesting a map illustrating roads within the Middle Peninsula for use with transit route planning. June 2008: Consulted with Rita Taylor, Gloucester County GIS, and Reese Milligan, Assessor Gloucester County, about the technical limitation of using GIS soils data to value and assess raw land development potential. (The digital soils database was not designed or intended to address secondary treatment technology)

See appendix A for monthly report on staff activity under the program. Types of collaboration and coordination are varied.

Section 4 - Program Results/Accountability Question

Measure: Does the Coastal Management Support program demonstrate improved efficiencies or cost effectiveness in achieving program performance goals each year?

Explanation: The Coastal Management Support program continues to be a leader in the provision of GIS technology and GIS services to member localities. The Commission recognizes the financial commitment provided by the Virginia Coastal Zone Program and member localities to ensure GIS services are delivered. The Commission takes action annually to reaffirm its commitment to core programs and services.

Evidence: Each year, the Commission adopts a Budget and Overall Program Design. The memorandum dated May 2, 2008 illustrates the Commission commitment to GIS.



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 Mr. Dan Kavanagh

MEMORANDUM

TO: Middle Peninsula Planning District Commissioners
 FROM: Dan Kavanagh, Executive Director
 DATE: May 6, 2008
 SUBJECT: Report on the FY '09 Draft Budget and Overall Program Design

Enclosed please find the Overall Program Design and Budget Committee's recommendations for the FY '09 Budget and Overall Program Design for your consideration. These were unanimously approved at a work session of the Committee on May 5, 2008.

Comments on the Overall Program Design

The draft Overall Program Design continues to build on our commitment to an enhanced level of service that has become the hallmark of the Middle Peninsula Planning District Commission. Our efforts to increase service are especially apparent in the areas of public water access, tourism marketing, strategic and land use planning, transportation planning, legislative services, and environmental planning. The development of the Middle Peninsula Chesapeake Bay Public Access Authority supported in part by Federal Coastal Zone Management funding is a particular example of this enhanced level of service. The Commission's work in the area of Emergency Management Planning and tourism marketing (in partnership with the River Country Tourism Council) are other examples. Integration of geographic information system (GIS) technology into virtually all of the Commission's programs is another.

It is certainly very commendable that the Commission has made the commitment to bring services to a higher level. That is especially true when the rural character of the region is taken into account. It is very important to continue to support that commitment with sound financial management in order to maintain the high level of performance expected of the programs.

Product #2

Report on Local Planning Coordination

MPPDC staff host monthly and quarterly meetings as a forum for information exchange between chief administrative officers, local planning staff, local government elected officials. The forums provide a neutral place for nine localities and other political subdivisions to discuss cross jurisdictional and issues of greater than local concern in an open setting. The provision of a neutral meeting place and the opportunity to discuss openly public policy issues is of critical importance to the region.

Section 1 Program Purpose and Design

Measure: Is the Local Planning Coordination program purpose clear?

Explanation: #1 Annually, MPPDC staff prepares a grant application requesting financial assistance from the Virginia Coastal Zone Management program at the Department of Environmental Quality. As part of the grant submittal process, MPPDC gives an annual report of Virginia Coastal Program Technical Assistance Project activity to MPPDC Commissioners (elected officials and appointed officials to the MPPDC). As part of that process, staff and commissioners discuss new and future project ideas. Commissioners are annually notified of Coastal Management Support opportunities. Commissioners report back to the local boards of supervisors and chief administrative officers concerning various services and issues available to member localities. #2 Annually, MPPDC adopts an agency Overall Program Design and Budget. Each PDC project and funding level is discussed. Commissioners are engaged in a discussion about Coastal Management Support provided by the adoption of the MPPDC Overall program design and budget.

Evidence: #1 Minutes and action taken by the governing body at the April 25, 2007 regular meeting of the MPPDC. #2 Minutes and action taken by the governing body at the May 23, 2007 regular meeting of the MPPDC.

Measure: Does the Local Planning Coordination program address a specific and existing problem, interest, or need?

Explanation: Planning District Commissions were established in Virginia in 1968 under the Regional Cooperation Act to encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance. The cooperation resulting from this Act is intended to facilitate the recognition and analysis of regional opportunities and take account of regional influences in planning and implementing public policies and services. Planning District Commissions shall also promote the orderly and efficient development of the physical, social and economic elements of the district by planning, and encouraging and assisting localities to plan, for the future.

Evidence: Each year the MPPDC adopts an Overall Program and Design. For FY 08 the Commission's programs are organized into in 12 areas. Area #9- Program: Regional Educational Workshop/Forums covers the local planning coordination. This program encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, and economic development staff. MPDPC convened 11 monthly meeting for local administrators and five meetings of the Middle Peninsula Chesapeake Bay Public Access Authority and several staff level meetings with local planners. . Each meeting focused on issues of greater than local concern. A sample of the program design, sample agenda issues follow. All agenda items identified have coastal community development concerns and require public policy discussion.

DRAFT OVERALL PROGRAM DESIGN

FY '08

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '08 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (4)
4. MPR AIRPORT MANAGER
5. ADMINISTRATIVE ASSISTANT
6. SECRETARY
7. RCTC COORDINATOR (Part time)

PROGRAMS WILL BE OPERATED IN THE FOLLOWING GENERAL AREAS:

- (1) ADMINISTRATION
- (2) LOCAL DAILY TECHNICAL ASSISTANCE
- (3) STRATEGIC PLANNING
- (4) ECONOMIC AND COMMUNITY DEVELOPMENT
- (5) WATER QUALITY PLANNING
- (6) TRANSPORTATION PLANNING
- (7) PUBLIC SAFETY
- (8) REGIONAL INFORMATION CENTER
- (9) REGIONAL EDUCATIONAL WORKSHOPS/FORUMS
- (10) LEGISLATIVE MONITORING SERVICES
- (11) REGIONAL SERVICE DELIVERY
- (12) INTERGOVERNMENTAL REVIEW

service has been greatly enhanced by the implementation of the Commission's Automated Geographic Information System.

The Middle Peninsula Planning District Commission is designated as a Regional Data Center with the responsibility of being the official repository for all U. S. Census data for the District.

Activities: U. S. Census Regional Data Center and Middle Peninsula Planning District Commission Map and Data Center

Responsibility: Director of Regional Planning, Regional Projects Planners.

Support: VCP Local Technical Assistance Program, VDOT Rural Transportation Planning Assistance Program, Local Funds

(9) Program: Regional Educational Workshops/Forums

Description: This program encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management, and others.

Activities: Planning Commissioners' Training Program, Boards of Zoning Appeals Members' Training Program, quarterly PDC dinner meetings, monthly Local Government Administrators' Meetings, monthly Local Planners' Meetings, York River Use Conflict Policy Recommendation Committee.

Responsibility: Executive Director, Director of Regional Planning, Regional Projects Planners, Administrative Assistant

Support: Local Funds, VCP Local Technical Assistance Program, Virginia Coastal Program Section 309 funds, Virginia Sea Grant Community Development funds, VDOT Rural Transportation Planning Assistance Program, Local Funds



MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY

MEMORANDUM

TO: MPCBPAA
FROM: Jacqueline Shapo, NOAA CSC Coastal Management Fellow
DATE: June 16, 2008
RE: June 20th PAA Meeting

This announcement serves as notice to call a meeting of the Public Access Authority on Friday, June 20, 2008 at **11:00 a.m.** The meeting will be held in the MPPDC Regional Board Room. Lunch will be provided.

All materials related to this agenda are attached. If you have any questions, please call (804-758-2311) or e-mail (JSHAPO@mppdc.com) me at your convenience.

AGENDA

1. Welcome and Introductions
2. Approval of April 2008 Minutes
3. Financial Report
4. Public Comment
5. CELCP Update
 - a. Clay Tract
 - b. Thurston-Haworth Recreation Area Land Management Plan
6. VDOT Road Ending Transfer Update
7. Wetlands Banking Update
8. Middle Peninsula Coastal Access Survey Update
9. Draft FY 2009 Annual Work Plan
10. Public Outreach
11. Other Business
12. Chairman Observations
13. Next Meeting
14. Adjourn

MEMBERS

- Essex County
Mr. R. Gary Allen
Treasurer
- Gloucester County
Hon. Charles R. Allen
- King and Queen County
Vacant
- King William County
Mr. Frank Pleva
Chairman
- Mathews County
Mr. Steven Whiteway
- Town of Tappahannock
Mr. G. Gayle Belfield
- Town of Urbanna
Hon. Steven Holberg
- Town of West Point
Mr. Trenton Funkhouser

Colleen Drifflinger/PA Painter

**MIDDLE PENINSULA LOCAL GOVERNMENT
 COUNTY ADMINISTRATORS and TOWN MANAGERS**

**September 12, 2008
 9:00 A.M.**

**Middle Peninsula Planning District Commission
 Regional Board Room
 Saluda, Virginia**

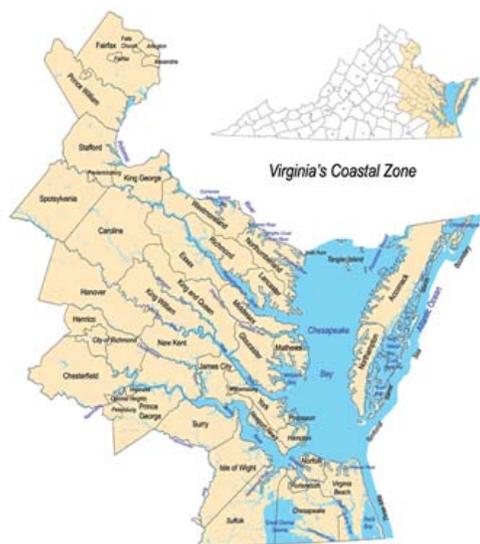
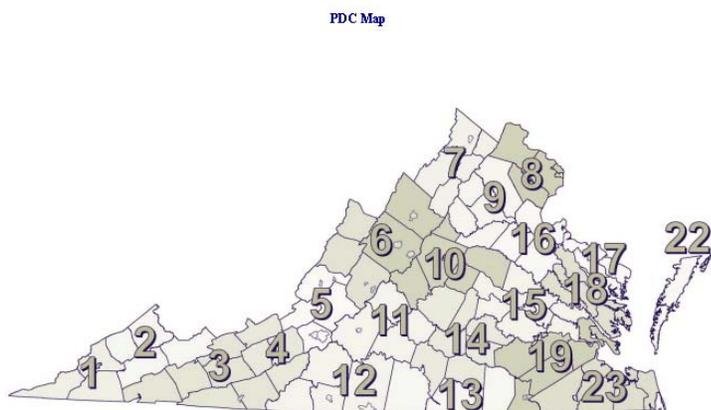
AGENDA

1. Discussion of Groundwater Management Area Proposal by Lancaster County
2. Review of Virginia Department of Health GMP #146 (Interim Guidance for House Bill 1166)
3. Update on the Aquaculture and Working Waterfront Infrastructure Project
4. Update on Bay Aging/Local Projects
5. Other Business
6. Adjourn

Measure: Is the Local Planning Coordination program designed so that it is not redundant or duplicative of any Federal, state, local or private effort

Explanation: The Virginia Coastal Zone Management program provides financial resources to staff Coastal PDC across the Virginia Coastal Zone. Planning District Commissions were established in Virginia in 1968 under the Regional Cooperation Act to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. PDC #18 is the Middle Peninsula PDC and serves the encompassed communities. PDC's are the regional instrumentality created by the Virginia General Assembly.

Evidence: The Virginia General Assembly has divided the state into 23 planning district commissions. MPPDC is #18. The Virginia Coastal Zone encompasses 29 counties, 17 cities and 42 incorporated towns in "Tidewater Virginia" and all of the waters therein, and out to, the three mile Territorial Sea boundary, including all of Virginia's Atlantic coast watershed as well as parts of the Chesapeake Bay and Albemarle - Pamlico Sound watersheds, the Potomac, Rappahannock, York, and James. Local planning coordination is provided to localities within the Virginia Coastal Zone by PDC's under contract from the Virginia Coastal Program.



Measure: Is the Local Planning Coordination program design free of major flaws that would limit the program's effectiveness or efficiency?

Explanation: Yes, since 1987 the annual scope of work for the program is developed by senior lever planners for the MPPDC in consultation with local government administrators, elected officials, and local planners. Local planning coordination is derived from local needs expressed by local representatives.

Evidence: The annual adoption of a program design by MPPDC Commissioners directs staff to provide a variety of local planning coordination assistance. Witness the FY 07, 08, and 09 MPPDC program designs

April 1, 2006

DRAFT OVERALL PROGRAM DESIGN

FY '08

DRAFT OVERALL PROGRAM DESIGN

FY '07

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '07 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (4)
4. MPR AIRPORT MANAGER
5. ADMINISTRATIVE ASSISTANT
6. SECRETARY
7. RTC COORDINATOR (Part time)

PROGRAMS WILL BE OPERATED IN THE FOLLOWING GENERAL AREAS:

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- (5) WATER QUALITY PLANNING
- (6) TRANSPORTATION PLANNING
- (7) PUBLIC SAFETY
- (8) REGIONAL INFORMATION CENTER
- (9) REGIONAL EDUCATIONAL WORKSHOPS/FORUMS
- (10) LEGISLATIVE MONITORING SERVICES
- (11) REGIONAL SERVICE DELIVERY
- (12) INTERGOVERNMENTAL REVIEW

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '08 ASSUMES A STAFFING LEVEL AS FOLLOWS:

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2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (4)
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- (11) REGIONAL SERVICE DELIVERY
- (12) INTERGOVERNMENTAL REVIEW

May 6, 2008

DRAFT OVERALL PROGRAM DESIGN

FY '09

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '09 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (5)
4. MPR AIRPORT MANAGER
5. ADMINISTRATIVE ASSISTANT
6. SECRETARY

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- (10) LEGISLATIVE MONITORING SERVICES
- (11) REGIONAL SERVICE DELIVERY

Measure: Is the Local Planning Coordination program effectively targeted, so program resources reach intended beneficiaries and/or otherwise address the program's purpose directly?

Explanation: Yes, the MPPDC Commission meets monthly to review the work of the MPPDC staff working under the Local Planning Coordination program and to discuss new and future policy issues. MPPDC Commissioners discuss specific needs and issues and staffs respond. Staff also meets monthly with local government administrators to discuss various coastal zone management issues. The agenda for the meetings are not pre set, but rely upon the chief administrative officers to “bring to the table” issues of coastal concern so that PDC staff can respond.

Evidence: See appendix A for monthly report on staff activity under the program

Section 2 - Strategic Planning Question

Measure: Does the Local Planning Coordination program have ambitious targets and timeframes for its long-term measures?

Explanation: The Local Planning Coordination program has a contractual requirement to provide at least 4 specialized training opportunities to improve local planning coordination. MPPDC staff has exceeded this goal.

Evidence: NOAA requires that the Virginia CZM Program collect information on the educational and training events that were funded in whole or in part by its grantees as part of NOAA’s Performance Measurement System. MPPDC Local Planning Coordination success follow:

Virginia CZM Program Grant
Educational and Training Activity

Grant Year: 07	Task #: 44	Project Title: Technical Assistance
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Date	Event	Educational Activity or Training Opportunity?	Issue	Number of Participants					
11/28	Presentation by staff of the Department of Conservation and Recreation- Chesapeake Bay Local Assistance Department to local planners and local government administrators	Training: Coastal Water Quality	CBLA perennial streams determination and phase 3 Bay Act implementation.	15	6/20	Local government Administrators' monthly meeting. Chief administrative officers for the six counties and three towns and key staff attend this meeting. Training event on coastal localities requirements to address FEMA Flood map updates and citizen notification process.	Training-D) Coastal Hazards	Flood plain ordinance and mapping and community insurance rating issues	12
3/5	Presentation by staff of the Department of Conservation and Recreation- Chesapeake Bay Local Assistance Department to local planners and local government administrators	Training: Coastal Water Quality	CBLA perennial streams determination and phase 3 Bay Act implementation.	14	9/12	Local government Administrators' monthly meeting. Chief administrative officers for the six counties and three towns and key staff attend this meeting. Training event on the pros and cons for localities to consider expansion of the Ground Water Management area over the entire Middle Peninsula	Training-C) Coastal Water Quality	Expansion of the ground water management area across the middle peninsula	10
3/26	Presentation by staff of the Department of Conservation and Recreation- Chesapeake Bay Local Assistance Department to MPPDC Commission	Training: Coastal Water Quality	CBLA perennial streams determination and phase 3 Bay Act implementation.	52					
5/09	Local government Administrators' monthly meeting. Chief administrative officers for the six counties and three towns and key staff attend this meeting. Training event on the Dunes Act expansion by the Virginia General Assembly. Provided technical assistance on the regulations of regulators	Training-B) Coastal Habitat	Dunes Act Expansion-regulatory program expansion	10	9/12	Local government Administrators' monthly meeting. Chief administrative officers for the six counties and three towns and key staff attend this meeting. Training on Virginia Department of Health GMP#146 (interim guidance of house bill 1166)	Training-C) Coastal Water Quality	Landuse and development and public health considerations of Onsite sewage disposal regulations	10

Section 3 - Program Management Question

Measure: Does the Local Planning Coordination program have procedures (e.g., competitive sourcing/cost comparisons, IT improvements, appropriate incentives) to measure and achieve efficiencies and cost effectiveness in program execution?

Explanation: The MPPDC annually adopts a budget and keeps financial records for all project expenditures as well as an annual audit is performed, reviewed and accepted by the Commission. Specific expenditures to the Coastal Management Support program are line itemed within the project scope of work and tracked monthly. The agency Executive Director monitors staff time and direct project expenses charged to each project.

Evidence: MPPDC uses expense categories which are more categorical than the project budget from the approved scope of work. This level of financial tracking allows project managers to track specific expenditures related to Local Planning Coordination.

Revenue and Expenditure Report by Project

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
Middle Peninsula Planning District Commission Period 07/01/07 to 10/31/07 Run Date: 11/13/2007 Run Time: 11:10:22 am Page 26 of 28							
32104 FY08 Coastal TA	Project Period				10/1/2007	to 9/30/2008	
Revenues							
40000 Regional Share	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00%
41300 VDEQ	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00%
Revenues	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00%</u>
Expenses							
50000 SALARIES	27,006.00	0.00	1,763.98	1,763.98	1,763.98	25,242.02	6.53%
50500 FRINGE BENEFITS	9,182.00	0.00	575.65	575.65	575.65	8,606.35	6.27%
53400 Office Supplies	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
54100 Private Mileage	0.00	0.00	14.55	14.55	14.55	-14.55	0.00%
54900 Travel Expense Other	3,718.00	0.00	35.00	35.00	35.00	3,683.00	0.94%
55300 Conferences	0.00	0.00	299.60	299.60	299.60	-299.60	0.00%
56200 Data Processing Costs	0.00	0.00	58.90	58.90	58.90	-58.90	0.00%
59700 INDIRECT COSTS	18,094.00	0.00	1,045.37	1,045.37	1,045.37	17,048.63	5.78%
Expenses	<u>60,000.00</u>	<u>0.00</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>56,206.95</u>	<u>6.32%</u>
Project Revenues:	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00%</u>
Project Expenses:	<u>60,000.00</u>	<u>0.00</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>56,206.95</u>	<u>6.32%</u>
Project Balance:	<u>0.00</u>	<u>0.00</u>	<u>-3,793.05</u>	<u>-3,793.05</u>	<u>-3,793.05</u>		

Measure: Does the Local Planning Coordination program collaborate and coordinate effectively with related programs?

Explanation: Staff utilize a network of professional contacts including federal, state, local, academic and private consultants to collect and disseminate local planning information and provides technical assistance.

Evidence: For example, in October 2007 MPPDC staff convened a meeting with Chip Neikirk- Virginia Marine Resource Commission; Pam Mason- Virginia Institute of Marine Science Center for Coastal Resource Management; Scott Reay- Gloucester County Coded Compliance Environmental Department to visit and assess potential wetlands mitigation banking sites as a possible solution to address the regulatory burden placed on Virginia localities to implement the “No net loss” policy of the Commonwealth of Virginia. Potential sites were acquired by Gloucester County under the FEMA post disaster (Hurricane Isabel) mitigation program. January 2008 example: MPPDC staff under the Local Planning Coordination program responded to a request from Dr. Thomas Irungu, Three Rivers Health District Director, concerning a question related to the proximity of burying a dead body next to tidal waters. Staff researched state code and consulted with various state agencies and local governments to determine jurisdiction.

See appendix A for monthly report on staff activity under the program. Types of collaboration and coordination are varied.

Section 4 - Program Results/Accountability Question

Measure: Does the Local Planning Coordination program demonstrate improved efficiencies or cost effectiveness in achieving program performance goals each year?

Explanation: The Local Planning Coordination program continues year to year with financial assistance from the Virginia Coastal Zone Management Program. The Commission recognizes the financial commitment provided by the Virginia Coastal Zone Program and member localities to ensure Local Planning Coordination services are delivered efficiently and cost effective. The Commission, as a body politic takes action annually to reaffirm its commitment to core programs and services.

Evidence: Each year, the Commission adopts a Budget and Overall Program Design. The Commissions Overall Program Design illustrates a policy position to develop the administrative capacity and program purpose (see #9).

April 1, 2006

DRAFT OVERALL PROGRAM DESIGN
FY '07

THE DESIGN OF THE OVERALL PROGRAM OF THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION FOR FY '07 ASSUMES A STAFFING LEVEL AS FOLLOWS:

1. EXECUTIVE DIRECTOR
2. DIRECTOR OF REGIONAL PLANNING
3. REGIONAL PROJECTS PLANNER (4)
4. MFR AIRPORT MANAGER
5. ADMINISTRATIVE ASSISTANT
6. SECRETARY
7. RUTC COORDINATOR (Part time)

PROGRAMS WILL BE OPERATED IN THE FOLLOWING GENERAL AREAS:

- (1) ADMINISTRATION
- (2) LOCAL DAILY TECHNICAL ASSISTANCE
- (3) STRATEGIC PLANNING
- (4) ECONOMIC AND COMMUNITY DEVELOPMENT
- (5) WATER QUALITY PLANNING
- (6) TRANSPORTATION PLANNING
- (7) PUBLIC SAFETY
- (8) REGIONAL INFORMATION CENTER
- (9) REGIONAL EDUCATIONAL WORKSHOPS/FORUMS
- (10) LEGISLATIVE MONITORING SERVICES
- (11) REGIONAL SERVICE DELIVERY
- (12) INTERGOVERNMENTAL REVIEW

(9) Program: Regional Educational Workshops/Forums

Description: This program encourages the sponsorship of meetings, seminars and workshops for local elected and appointed officials, local government administrators, local economic developers, and local opinion leaders covering such subjects as economic development, planning commission functions and activities, leadership techniques, local government operations, environmental management, and others.

Activities: Planning Commissioners' Training Program, Boards of Zoning Appeals Members' Training Program, quarterly PDC dinner meetings, monthly Local Government Administrators' Meetings, monthly Local Planners' Meetings.

Responsibility: Executive Director, Director of Regional Planning, Regional Projects Planners, Administrative Assistant

Support: Local Funds, VCP Local Technical Assistance Program, VDOT Rural Transportation Planning Assistance Program, Local Funds

Product #3

Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion

Coastal communities and water dependant industries face difficult and critical challenges- how to balance development pressure, recreational demands and tourism with strategies for community development and business growth that are equitable and sustainable. As a result land use planners, politicians, and decision makers are challenged to make sustainable decisions about waterfront development, and the inclusion or exclusion of water based and water dependant industries.

Section 1 Program Purpose and Design

Measure: Is the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program purpose clear?

Explanation: **#1** Annually, MPPDC staff prepares a grant application requesting financial assistance from the Virginia Coastal Zone Management Program at the Department of Environmental Quality. As part of the grant submittal process, MPPDC works with the Middle Peninsula Chesapeake Bay Public Access Authority (PAA), a Virginia enabled political subdivision, established to identify, acquire, and manage public water access opportunities in the region that can be used by the general public for passive and active activities. Together the MPPDC Coastal Technical Assistance Program and the PAA establish annual work priorities. As part of that process, staff, Commissioners, PAA Directors discuss new and future project ideas. Commissioners and PAA Directors are annually notified of Coastal Management Support opportunities. Commissioners and PAA Directors report back to the local Boards of Supervisors concerning various services and solutions available to member localities. **#2** Annually, both the MPPDC and the PAA adopt an Overall Program Design and Budget, where each PDC and PAA project and funding level is discussed. Commissioners and PAA Directors engage in a discussion about Coastal Management Support related to the preservation of working waterfronts.

Evidence: **#1** Minutes of the April 25, 2007 regular meeting of the MPPDC. **#2** Minutes of the May 23, 2007 regular meeting of the MPPDC. Minutes from the PAA August 7, 2007 meeting and the June 2008 PAA meeting (see examples below)

MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY
MINUTES

August 17, 2007
Middle Peninsula Planning District Commission
Saluda, Virginia

1. Welcome and Introductions

The Middle Peninsula Chesapeake Bay Public Access Authority held its meeting in the Middle Peninsula Planning District Commission Board Room in Saluda, Virginia at 11:00am on August 17, 2007.

Chairman Pleva called the meeting to order. Members and Alternates present were Terri Hale, King William County Assistant Administrator; Ron Hachey, King & Queen County Administrator; Gary Allen, Essex County Board of Supervisors; Trent Funkhouser, Town of West Point Town Manager; and Jimmy Sydnor, Town of Tappahannock Assistant Town Manager. Also present were Lewis Lawrence, Director of Regional Planning MPPDC; Jacqueline Shapo, NOAA Coastal Management Fellow; and Sara Stamp, SAMP Director MPPDC.

2. Approval of April and June Minutes

Due to the number of members and participating jurisdictions absent from the previous meeting on June 8, 2007, the quorum for voting was not met. Therefore, both the April 13 and June 8, 2007 Minutes were considered for approval at this meeting. Chairman Pleva requested a motion to approve the April 13 and June 8, 2007 Minutes. Mr. Allen moved that the Minutes be approved. Mr. Sydnor seconded the motion. Motion carried by unanimous vote.

3. Treasurer's Report

MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY
MINUTES

June 20, 2008
Middle Peninsula Planning District Commission
Saluda, Virginia

1. Welcome and Introductions

The Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA or PAA) held its meeting in the Middle Peninsula Planning District Commission Board Room in Saluda, Virginia at 11:00am on June 20, 2008.

Chairman Pleva called the meeting to order. Members and Alternates present were Gary Allen, Essex County Administrator; Steve Whiteway, Mathews County Administrator; Charles "Rick" Allen, Gloucester County Board of Supervisors; and Trent Funkhouser, Town of West Point Town Manager. Also present were Lewis Lawrence, Director of Regional Planning MPPDC; Sara Stamp, MPPDC Dragon Run SAMP Director; Kelly Price, Virginia Coastal Zone Management Program Coastal Planner; and Jacqueline Shapo, NOAA Coastal Services Center Coastal Management Fellow.

2. Approval of April Minutes

Chairman Pleva requested a motion to approve the April 2008 Minutes. Mr. Whiteway moved that the Minutes be approved. Mr. Funkhouser seconded the motion. Motion carried by unanimous vote.

3. Treasurer's Report

Chairman Pleva requested a motion to approve the June 2008 Revenue and Expenditure Report subject to audit. Mr. Rick Allen moved that the Report be approved; Mr. Gary Allen seconded the motion. Motion carried by unanimous vote.

6. Working Waterfront Preservation Act of 2007 and Reauthorization of the Coastal Zone Management Act: Ms. Shapo briefly discussed the Working Waterfront Preservation Act of 2007, introduced by Senator Susan Collins [R-ME] as S. 741 and then as an identical bill in the House by Congresswoman Jo Ann Davis (H.R. 2565). Ms. Shapo explained that the bill is designed to amend the Magnuson-Stevens Fishery Conservation and Management Act to establish a grant program for state and local governments and non-profit organizations to ensure waterfront access predominantly for commercial fishermen, but also for other purposes. Ms. Shapo also discussed H.R. 3223 – a bill by Senator Thomas Allen [D-ME] to amend the Coastal Zone Management Act of 1972 to establish a grant program to ensure coastal access for commercial and recreational fishermen, other water-dependent coastal-related businesses, and other purposes. The regulations outlined in both bills will be used to guide the development of the FAA's Regional Waterfront Access Master Plan in the near future.

7. Approval of Draft PAA 2007-2008 Work Program and Budget: Mr. Lawrence presented the updated draft of the *Middle Peninsula Chesapeake Bay Public Access Authority Overall Program Design (FY '08: July 1, 2007 – June 30, 2008)* for discussion. This draft incorporated discussions, suggestions, and requests from PAA members in attendance at the June 8, 2007 meeting. The work plan is designed around five program areas: MPCBPAA Administration and Local Public Access Technical Assistance (\$17,500); Land Acquisition (\$1,011,477); Access Infrastructure Improvements (TBD); Water Access Strategic Planning (\$30,000); and Special Access Projects (\$5,000). Mr. Lawrence outlined a brief description of each program and the activities involved. He noted that the work plan is still only in draft form, as there are outstanding finances from FY '07 that must be accounted for. The PAA agreed with Mr. Lawrence that the Authority should continue to work with John Morris of Beale, Davidson, Etherington, and Morris, P.C. to complete the first transfer of a road ending to the PAA (Lower Guinea Landing) – see (2) Program: Land Acquisition; Activities: VDOT Road Ending Transfer.

Additionally, Mr. Lawrence has been in discussions with Tom Murray (Marine Business Specialist, VIMS) related to Program 4: Water Access Strategic Planning; Dredging and

other barriers to access. Mr. Lawrence noted that local governments in the Middle Peninsula need alternative revenue generating opportunities to permit dredging and public access projects. Chairman Pleva suggested that a tool, such as a regional transportation authority, might be effective, if established, to account for penalties/fines for misuse of the waterway, generating funding to enhance dredging and improve public access.

Discussion was also held related to Program (5) Special Access Projects, VMRC's Wetland Mitigation Banking. Mr. Lawrence has conversed with Bill Whitley about filled wetlands in Gloucester County (where homes have been removed) and the possibility of converting these areas back into conserved wetlands with public access. The filled wetlands in Gloucester would then be utilized as a tidal wetland mitigation bank and could be used by Middle Peninsula localities and neighboring jurisdictions as credit properties. Funding will be available should the PAA wish to involve itself in the wetland banking business.

Chairman Pleva requested a motion to approve the FY '08 Work Plan and Budget. Mr. Funkhouser moved that the motion be approved; Mr. Hachey seconded the motion. Motion carried by unanimous vote.

8. Middle Peninsula Coastal Access Survey Update

Mr. Lawrence reported that 225 individuals have responded to the coastal access survey. The PAA will leave the survey on the Virginia Institute of Marine Science Water Access 2007 website for another 30 days, before a final analysis of results commences.

9. Draft FY 2009 Annual Work Plan

Mr. Lawrence presented the PAA with the final draft of the FY 2009 Annual Work Plan. He mentioned that ~\$10,000 has not been allocated for FY 09. It has been set aside in a rainy day fund to accomplish additional public access or working waterfronts projects not already accounted for in the plan or address public access needs identified by participating localities throughout the year. Such projects could include creating a public-private seafood co-op by funding some of the local seafood companies in the Middle Peninsula. Future discussion will need to be held to determine if the PAA wishes to champion this effort and acquire seafood co-op infrastructure to protect working waterfronts.

Chairman Pleva requested a motion to approve the FY 2009 Annual Work Plan. Mr. Gary Allen moved that the work plan be approved; Mr. Funkhouser seconded the motion. Motion carried by unanimous vote.

Measure: Does the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program address a specific and existing problem, interest, or need?

Explanation: The conversion and loss of working waterfront infrastructure to a higher more intense use is a national problem, driven by two local factors: escalating property values and taxation at the highest and best use.

Evidence: Preservation of working waterfronts is a national problem, recognized by Senator Susan Collins (R-ME), the late Congressman Jo Ann Davis (R-VA). PAA staff articulates the proposed Working Waterfront Preservation Act of 2007 at the Aug 17, 2007 meeting of the PAA.

6. **Working Waterfront Preservation Act of 2007 and Reauthorization of the Coastal Zone Management Act:** Ms. Shapo briefly discussed the Working Waterfront Preservation Act of 2007, introduced by Senator Susan Collins [R-ME] as S. 741 and then as an identical bill in the House by Congresswoman Jo Ann Davis (H.R. 2565). Ms. Shapo explained that the bill is designed to amend the Magnuson-Stevens Fishery Conservation and Management Act to establish a grant program for state and local governments and non-profit organizations to ensure waterfront access predominantly for commercial fisherman, but also for other purposes. Ms. Shapo also discussed H.R. 3223 – a bill by Senator Thomas Allen [D-ME] to amend the Coastal Zone Management Act of 1972 to establish a grant program to ensure coastal access for commercial and recreational fishermen, other water-dependent coastal-related businesses, and other purposes. The regulations outlined in both bills will be used to guide the development of the PAA's Regional Waterfront Access Master Plan in the near future.

Measure: Is the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program designed so that it is not redundant or duplicative of any Federal, state, local or private effort

Explanation: Staff support for the PAA is provided by deliverable #3 of task 44. The Virginia General Assembly enabled the formation of the PAA, as a political subdivision in 2002 and was the first of its kind in the Country to focus on public access and waterfront preservation issues

Evidence: An Act to amend the Code of Virginia by adding in Title 15.2 a chapter numbered 66, consisting of sections numbered [15.2-6600](#) through [15.2-6625](#), relating to the Middle Peninsula Chesapeake Bay Public Access Authority Act created the political subdivision. As well as the adoption of the annual work plan by the PAA in 2007 and 2008 that directs staff to work on the preservation of working waterfront issues.

[history | pdf](#)

CHAPTER 66
An Act to amend the Code of Virginia by adding in Title 15.2 a chapter numbered 66, consisting of sections numbered 15.2-6600 through 15.2-6625, relating to the Middle Peninsula Chesapeake Bay Public Access Authority Act.

[H 619]
 Approved April 7, 2002

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia be amended by adding in Title 15.2 a chapter numbered 66, consisting of sections numbered [15.2-6600](#) through [15.2-6625](#), as follows:

CHAPTER 66.
MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY ACT.

[§ 15.2-6600. Title.](#)

This act shall be known and may be cited as the Middle Peninsula Chesapeake Bay Public Access Authority Act.

[§ 15.2-6601. Creation; public purpose.](#)

If any of the governing bodies of the Counties of Essex, Gloucester, King William, King and Queen, Mathews, Middlesex, and the Towns of West Point, Tappahannock and Urbanna by resolution declare that there is a need for a public access authority to be created and an operating agreement is developed for the purpose of establishing or operating a public access authority for any such participating political subdivisions and that they should unite in the formation of an authority to be known as the Middle Peninsula Chesapeake Bay Public Access Authority (hereinafter the "Authority"), which shall thereupon exist for such participating counties and town and shall exercise its powers and functions as prescribed herein. The region for which such Authority shall exist shall be coterminous with the boundaries of the participating political subdivisions. The Authority shall be charged with the following duties:

- 1. Identify land, either owned by the Commonwealth or private holdings that can be secured for use by the general public as a public access site;*
- 2. Research and determine ownership of all identified sites;*
- 3. Determine appropriate public use levels of identified access sites;*
- 4. Develop appropriate mechanisms for transferring title of Commonwealth or private holdings to the Authority;*
- 5. Develop appropriate acquisition and site management plans for public access usage;*
- 6. Determining which holdings should be sold to advance the mission of the Authority; and*
- 7. Perform other duties required to fulfill the mission of the Middle Peninsula Chesapeake Bay Public Access Authority.*

Measure: Is the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program design free of major flaws that would limit the program's effectiveness or efficiency?

Explanation: Yes, the program is designed to be responsive to elected officials' needs, request by local planning staff, and constituents directed requests. The PAA Directors under grant deliverable #3 task #44, directed staff to conduct a survey to assess the status of working waterfront conversion issues and the loss of public access within the lower Chesapeake bay and especially the Middle Peninsula water area.

Evidence: MPPDC partnered with Virginia Sea Grant to survey public access and working waterfront issues across the lower Chesapeake Bay and specifically localities within the Middle Peninsula.



Measure: Is the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program effectively targeted, so program resources reach intended beneficiaries and/or otherwise address the program's purpose directly?

Explanation: Yes, the survey collected constituent comments related to the loss of working waterfront infrastructure and public access, was distributed to each PAA member locality, advertised locally in papers of local distribution, as well as through a series of electronic list serves.

Evidence: Sample zip code response from participating Middle Peninsula localities which Task 44 supports. See appendix B for full survey results

Coastal Access Survey

1. Participant Information		Response Percent	Response Count
Virginia Zip Code*		100.0%	126
Primary City/County/Town to which your answers refer:*		100.0%	126
Other Virginia towns/counties where you seek coastal access:		49.2%	62
<i>answered question</i>			126
<i>skipped question</i>			0

Section 2 - Strategic Planning Question

Measure: Does the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program have ambitious targets and timeframes for its long-term measures?

Explanation: The Preservation of Middle Peninsula Working Waterfront scope of work deliverable #3 includes a provision for vetting the survey results with elected officials and PDC Commissioners. Once the results are vetted, future policy directives will result. Due to the complexity of the issue and the multi jurisdictional nature of the problems, policy discussion continues past the grant close out. The PAA Directors are using the survey results to develop a public access master plan for the region. The anticipated completion date is July 2009.

Evidence: The PAA and MPPDC continue to discuss the survey results and vet future directions for the project. The scope of work is offered as the process needed to drive public policy discussion. A sample survey result GIS map illustrating dredging and public access issue is also illustrated.

NA07NOS4190178
ATTACHMENT A

TASK 44
FY 2007

show how the monthly planners meetings and training workshops have advanced coastal management.

Timeframe: Start: October 2007
End: September 2008

Product #3

Title: Preservation of Middle Peninsula Working Waterfronts - Public Policy Discussion Report
Percent total project budget: 30%

Description: Coastal communities and water-dependent industries face difficult but critical challenges - how to balance development pressures, recreational demands, and tourism with strategies for community development and business growth that are equitable and sustainable. Water-dependent enterprises--traditionally small businesses engaged in recreation, tourism and marine trades--are at risk. As a result, land use planners, politicians, and decision makers are challenged to make sustainable decisions about waterfront development, and the inclusion or exclusion of water-based and water-dependent industries.

MPPDC staff will work with member localities and the Middle Peninsula Chesapeake Bay Public Access Authority to bring together current thinking regarding the growing impediments to working waterfronts. The outcome is to educate decision makers about local, state, and national-level initiatives related to the sustainability of working waterfront.

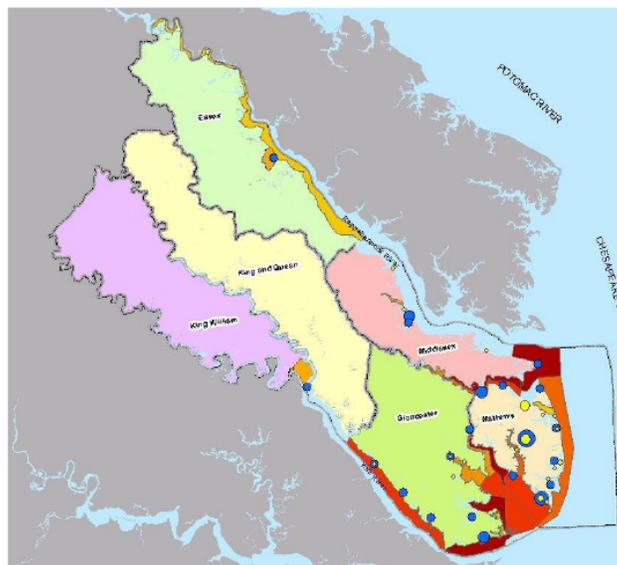
Product Formats: A digital and hard-copy Word document report summarizing the issues, findings, and option recommendations at the local, state, and national-level related to sustainability of the working waterfront in Virginia.

Timeframe: Start: October 2007
End: September 2008

Draft Preliminary Water Access Survey Results

Illustrations of problem areas by Middle Peninsula survey responses

The darker the **red**, more respondents indicated a public access problem along a river reach. The larger the **blue dot**, the more responses specifically indicated a public access issue at a known location. The larger the **yellow dot**, the more people indicated a dredging problem at a specific place.



Section 3 - Program Management Question

Measure: Does the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program have procedures (e.g., competitive sourcing/cost comparisons, IT improvements, appropriate incentives) to measure and achieve efficiencies and cost effectiveness in program execution?

Explanation The MPPDC annually adopts a budget and keeps financial records for all project expenditures as well as an annual audit is performed, reviewed and accepted by the Commission. Specific expenditures to the Coastal Management Support program are line itemed within the project scope of work and tracked monthly. The agency Executive Director monitors staff time and direct project expenses charged to each project.

Evidence: MPPDC uses expense categories which are more categorical than the project budget from the approved scope of work. This level of financial tracking allows project managers to track specific expenditures.

Revenue and Expenditure Report by Project

Middle Peninsula Planning District Commission
 Period 07/01/07 to 10/31/07

Run Date: 11/13/2007
 Run Time: 11:10:22 am
 Page 26 of 28

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
32104 FY08 Coastal TA				Project Period	10/1/2007	to 9/30/2008	
Revenues							
40000 Regional Share	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00%
41300 VDEQ	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00%
Revenues	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00%</u>
Expenses							
50000 SALARIES	27,006.00	0.00	1,763.98	1,763.98	1,763.98	25,242.02	6.53%
50500 FRINGE BENEFITS	9,182.00	0.00	575.65	575.65	575.65	8,606.35	6.27%
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Expenses	<u>60,000.00</u>	<u>0.00</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>56,206.95</u>	<u>6.32%</u>
Project Revenues:	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00%</u>
Project Expenses:	<u>60,000.00</u>	<u>0.00</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>3,793.05</u>	<u>56,206.95</u>	<u>6.32%</u>
Project Balance:	<u>0.00</u>	<u>0.00</u>	<u>-3,793.05</u>	<u>-3,793.05</u>	<u>-3,793.05</u>		

Measure: Does the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program collaborate and coordinate effectively with related programs?

Explanation: Staff utilizes a network of professional contacts including federal, state, local, academic and private consultants when necessary. Staff from the Virginia Sea Grant- Coastal Community Development Program have been the primary partner for the survey collection and survey website hosting.

Evidence: A screen shot illustrating the collaborative effort to collect information related to the preservation of working waterfront infrastructure and the loss of public access with Virginia Sea Grant

Section 4 - Program Results/Accountability Question

Measure: Does the Preservation of Middle Peninsula Working Waterfronts- Public Policy Discussion program demonstrate improved efficiencies or cost effectiveness in achieving program performance goals each year?

Explanation: By establishing a partnership with the PAA, the financial resources afforded under the CZMA Grant, Task 44 builds capacity for the PAA and offers the PAA access to professional planning and GIS services not currently available.

Evidence: Each year, the PAA adopts an annual work plan and identifies the sources of resources necessary to deliver products. The PAA adopted annual work plans and staff support is provided by the Virginia Coastal Program, CZMA Grant Task 44 deliverable #3

Appendix A

Coastal TA Staff Activities

October 2007

- Submitted final Financial Report to Department of Environmental Quality.

- Responded to numerous questions from consultants interested in responding to the Mathews County Put In Creek Turning Basin Request For Qualifications. Middle Peninsula Planning District Commission staff has issued the Request for Qualifications on behalf of Mathews County.

- Closed the Request for Qualifications for consultant services for the Mathews County Put in Creek Turning basing study. Received two proposals from interested firms. Middle Peninsula Planning District Commission staff will convene a review committee to score and rank proposals.
- Provided Neal Barber, Town of West Point Economic Development Director, with GIS Technical assistance and information related to the safe routes to School program.

- Provided Geographic Information System technical assistance to a consultant needing USGS TOPO maps of King and Queen County.

- Received a request from Urbanna Town Manager Lewis Filling to research the definition of Public Access for use within the Urbanna Town Zoning Ordinance.

- Consulted with Brandon Fleckle, Special Consultant to Federal Emergency Management Agency concerning digitizing the Federal Emergency Management Agency Flood Insurance Rate Maps.

- Attended the Rappahannock Community College Citizen Business Advisory Committee meeting held at Willaby's in Whitestone. Discussed curriculum changes to meet the needs of students within the Middle Peninsula and Northern Neck.

- Provided Geographic Information System mapping services to First Sergeant Kevin Barrick, Virginia State Police, in preparation for the Urbana Oyster Festival.

- Participated in the third Coastal Program Conference planning committee meeting. Agreed to moderate a session on coastal change within the Coastal Zone.

- Received final confirmation from Linda Harding, Delegate Harvey Morgan's office, that the Chesapeake Bay Foundation had an error with membership database and did not recognize the Middle Peninsula Planning District Commission membership thereby removing Lewie Lawrence for the Chesapeake Bay License Plate Committee. License Plate Committee membership was tied to active Chesapeake Bay Fund membership.

- Researched post landfill closure locations for Maurice Lynch, Middle Peninsula Planning District Commission Chairman. Provided Department of Environmental Quality point of contact information to Chairman Maurice Lynch.

- Convened a meeting with Chip Neikirk-Virginia Marine Resource Commission; Pam Mason- VIMS; Scott Reay- Gloucester County Coded Compliance Environmental Department to visit and assess potential Wetlands Mitigation sites. Sites were acquired by Gloucester County under the FEMA post disaster (Hurricane Isabel) mitigation program.

- Discussed cost estimated for the completion of a Flood Plain Management Plan for Gloucester County with Paul Koll, Gloucester County Building Official.

- Initiated final review of project deliverables. Transmitted project close-out documents to the Virginia Coastal Zone Management Program staff.

November 2007

- Consulted with Gary Allen, Essex County Administrator, concerning a proposal to notify all residents of Essex County of the requirement to have each septic system in Essex County pumped out in accordance with the Chesapeake Bay Preservation Act and associated county ordinance.
- Discussed the request by Nancy Miller, Department of Conservation and Recreation Chesapeake Bay Local Assistance Division, to quantify the area of Tappahannock within the Chesapeake Bay Preservation Act Resource Protection Area with Jimmy Sydnor, Tappahannock Zoning Administrator. Advised Town staff that Middle Peninsula Planning District Commission Geographic Information System program does not have Resource Protection Area information.
- Left word for Joan Salvati, Division Director Department of Conservation and Recreation Chesapeake Bay Local Assistance, concerning the use of a Web Based self certification septic pump out program for use in Essex County. Benefits include significant long term cost savings, consistency with record keeping, and continuity of administration.
- Attended the Estuarine Research Federation Conference. Presented a talk on environmental planning within a local government framework.
- Consulted with Ron Hachey, King and Queen County Administrator, concerning King and Queen County Dragon Run Overlay District and King and Queen County Chesapeake Bay Preservation Area Overlay District.
- Responded to a request by Nancy Miller, Department of Conservation and Recreation Chesapeake Bay Local Assistance Division, to convene a special meeting for local staff responsible for implementing local requirements of Chesapeake Bay Preservation Act (Phase 3 locality requirements).
- Contacted Ernie Achenbach Department of Environmental Quality concerning a public comment opportunity related to NI-Source request for Application for an incidental Take Permit. Middle Peninsula Planning District Commission staff is requesting clarification as to the impact (if any) within the Middle Peninsula. The project can better be described as:

The operations conducted by the Applicant's subject subsidiaries--Columbia Gas Transmission Corporation, Columbia Gulf Transmission Corporation, Granite State Gas Transmission Corporation and Crossroads Pipeline Corporation--are specific only to the interstate natural gas transmission and storage business. The Applicant's primary operations are subject to the Natural Gas Act (15 U.S.C. 717, et seq.) (NGA), and fall under the direct jurisdiction of the Federal Energy Regulatory Commission (FERC) and the U.S. Department of Transportation (USDOT). The proposed ITP would be granted for those activities undertaken by the four Applicant subsidiaries noted above. The Applicant currently maintains and operates approximately 17,000 miles of onshore and offshore interstate natural gas transmission pipelines and appurtenant facilities in Louisiana, Mississippi, Tennessee, Kentucky, Virginia, West Virginia, North Carolina, Indiana, Ohio, Pennsylvania, New York, New Jersey, Delaware, New Hampshire, Maine, Maryland, and Massachusetts. In addition, the Applicant operates and maintains underground natural gas storage fields (36) in conjunction with its pipeline system which are comprised of approximately 3,600 individual storage wells in West Virginia, Ohio, Pennsylvania, and New York. The Applicant currently addresses listed species-related concerns pursuant to Section 7 of the Act (16 U.S.C. 1531, et seq.), as well as associated NGA regulations which are under the purview of the FERC and/or associated with U.S. Army Corps of Engineers' (USACE) permitting requirements.

Section 9 of the Act and its implementing regulations prohibit the take of animal species listed as endangered or threatened. The definition of take under the Act includes the following activities: To harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect listed animal species, or attempt to engage in such conduct (16 U.S.C. 1538). We have certain responsibilities for the conservation and protection of threatened and endangered species under the Act. Section 10 of the Act, 16 U.S.C. 1539, establishes a program whereby persons seeking to pursue activities that otherwise could give rise to liability for unlawful "take" of federally protected species may receive an ITP, which protects them from such liability. To obtain an ITP, an applicant must submit a Habitat Conservation Plan (HCP) containing appropriate minimization and mitigation measures and ensure that the taking is incidental to, and not the purpose of, an otherwise lawful activity (16 U.S.C. 1539(a)(1)(B) and 1539(a)(2)(A)). Once we have determined that the applicant has satisfied these and other statutory criteria, we may issue the ITP.

The Applicant has entered into discussions with us to explore ways to more efficiently address their Act obligations, while also maximizing the conservation and mitigation that they undertake on a yearly basis through the traditional Section 7 process. The Applicant has also initiated discussions with FERC and USACE, and other stakeholders (States, non-governmental organizations, etc.). Accordingly, both FERC and USACE will be cooperating agencies for the environmental review process.

If successful, the Applicant's HCP and subsequent ITP would allow take authorization for otherwise lawful activities, such as the Applicant's facility construction, maintenance, operation, and emergency response activities inherent to its interstate natural gas transmission and storage business. The HCP will contain a multifaceted approach, including but not limited to take avoidance, minimization (e.g., through proven and defined best management practices), and mitigation through potential preservation, restoration, and enhancement measures. The Applicant must also ensure that adequate funding for implementation and **compliance** monitoring be provided.

December 2007

- Discussed E911 data distribution issues with Glen Nix, Middlesex County E911 Coordinator.
- Researched E911 data distribution policies for different localities within the Middle Peninsula.
- Distributed research results to Glen Nix, Middlesex County E911 Coordinator.
- Discussed Virginia Coastal Zone focal area issues with Elaine Meil, Executive Director of Regional Planning Accomack Northampton Eastern Shore.
- Attended the Virginia Coastal Zone Management Program Conference held in Portsmouth Virginia.
- Discussed Dragon Run land acquisition opportunities with Glen Walton, King and Queen County resident.
- Discussed various All Hazard planning issues with Robbie Coats, Recovery and Mitigation Division of the Virginia Department of Emergency Management, Middle Peninsula liaison.
- Attended and participated in the Chesapeake Bay Licenses Plate Grant Review Committee. Distributed \$400,000 for proposed projects.

January 2008

- Consulted with Kevin Byrnes, George Washington Regional Council, concerning proposed Chesapeake Bay Program request for local data review.
- Consulted with Jonathan Daugherty, Chesapeake Nonpoint Education for Municipal Officials, concerning National Fish & Wildlife Foundation's request for proposals. Discussed wetlands banking as an eligible project concept.
- Consulted with Steve Eckerbach of Federal Emergency Management Agency regarding Essex County flood plain mitigation maps.
- Responded to a request from Julie Bradshaw, Center for Coastal Resource Management at Virginia Institute of Marine Science, concerning a request to host a meeting focusing on integrated shoreline management for Wetlands Board staff.
- Updated Matt Sabo, Daily Press Reporter, on the Mathews County Put-In Creek project.
- Responded to a request from Dr. Thomas Irungu, Three Rivers Health District Director, concerning a question related to the proximity of burying a dead body next to tidal waters. Researched state code and consulted with various state agencies and local governments to determine jurisdiction over the deceased.

February 2008

- Provided Chuck Walsh, Executive Director Middle Peninsula Community Services Board, with demographic data for several Middle Peninsula localities.
- Discussed engineered on-site-disposal-systems (OSDS) relations to land use planning with Shep Moon, Virginia Coastal Program staff.
- Met with a Mathews County Board of Supervisor member to discuss projects of the Middle Peninsula Planning District Commission, as well as, economic and demographic issues of the Middle Peninsula.

- Drafted and submitted a letter to David Sacks, Assistant Director of Department of Conservation and Recreation Division of Chesapeake Bay Local Assistance, concerning Phase 3 Bay Act requirements and Executive Order # 58 related to unfunded mandates on local government.
- Received response back from DCR staff concerning Phase 3 exemption to Executive Order #58. Response indicates none of the phases or any component of the Bay Act regulations are expected to be scheduled for a review pursuant to Executive Order #58. The Phase 3 was reviewed in 2005.
- Coordinated with Julie Bradshaw, Virginia Institute of Marine Science Center for Coastal Resource Management, concerning the need for a special meeting for local wetland board staff. Agreed to host the meeting at Middle Peninsula Planning District Commission.
- Provided David Moore, Middlesex Extension Unit Coordinator, with an information packet related to ground water aquifers within the Middle Peninsula.
- Coordinated with Nancy Miller, Department of Conservation and Recreation/Chesapeake Bay Local Assistance Department staff, concerning a second special meeting with Middle Peninsula Planners to discuss Phase 3 Bay Act requirements.
- Delivered a draft proposal to Laura McKay, Coastal Program Director, Department of Environmental Quality for a proposed project to assist local government with strengthening public policy related to working waterfront infrastructure, aquaculture industry, and the overall seafood industry.
- Submitted a speaking abstract to the Coastal Society 2008 Conference focusing on the complexities of managing use within the riparian area of local government's jurisdiction.

March 2008

- Discussed an invitation to attend the Environmental Conference at Virginia Military Institute to discuss land use impacts associated with engineered septic systems with Mike Murphy, Division Director Department of Environmental Quality.
- Provided GIS mapping assistance to Clay Johnson, Bay Transit Operations Coordinator, requesting a map illustrating roads within the Middle Peninsula for use with transit route planning.
- Attended the Virginia Coastal Program Focal Area meeting held at Richmond Regional Planning District Commission. Discussed the concept of sustainable community

development as a Coastal Zone Focal Area. Middle Peninsula Planning District Commission has been requested to submit three proposals: Public policy dialog for Onsite Sewage Disposal Systems and local land use implications; Working Waterfront-Aquaculture policy enhancement; and Climate change and land use implications within the Middle Peninsula. Middle Peninsula Planning District Commission staff has drafted and submitted proposals.

- Delivered a copy of the Chesapeake Bay Local Assistance Phase 3 Program PowerPoint presentation given by David Sacks, Assistant Director Department of Conservation and Recreation- Chesapeake Bay Local Assistance Division, to staff from the Town of Tappahannock.
- Discussed participating on a Virginia Sea Grant Advisory Panel to set long range goals for the Virginia Sea Grant program with Tom Murray, Marine Business & Coastal Development Specialist, Virginia Institute of Marine Science.
- Coordinated a special meeting with Middle Peninsula Planners to discuss the Chesapeake Bay Local Assistance Phase 3 Program. David Sacks, Assistant Director Department of Conservation and Recreation- Chesapeake Bay Local Assistance Division attended and presented.
- Consulted with Allan Knapp, Virginia Department of Health Division of Onsite Sewage and Water Services- Onsite Program Manager, concerning Guidance Memoranda and Policies 124 waver requirements offering a homeowner with a legally permitted failed septic system an opportunity to replace the failed system with another traditional system, provided that the homeowner encumbers the property for future secondary treatment using an engineered system.
- Discussed a Bill passed in the 2007 General Assembly titled *HB 1627 Boating safety education; must complete to operate motorboat or personal watercraft, civil penalty* with Wendy Larimer, Clean Marina Coordinator Virginia Institute of Marine Science. This Bill, which required Department of Game and Inland Fisheries to promulgate regulations, requires anyone operating a motorboat with a motor greater than a 10 horsepower to take a boater safety education course.
- Attended a special commercial fishing issue committee meeting where Congressman Rob Whitman discussed issues impacting commercial watermen with the district.

April 2008

- Provided Sharon Williams, Mathews County Director of Planning, with a map illustrating the Hydrologic Unit Codes for Mathews County for use in septic pump-out reporting to the Virginia Department of Conservation and Recreation.
- Prepared and submitted reimbursement request to Department of Environmental Quality.
- Attended the 2008 Virginia Environment Conference held at the Virginia Military Institute. Attended as an invited speaker to present a talk on the land use implications of engineered septic systems.
- Discussed various On-Site Septic Management issues with Bill Meagher, Authorized On-site Soil Evaluator. Coordinated meeting space for a meeting between various Authorized On-site Soil Evaluator and Virginia Health Department representatives.
- Submitted the 2008 Coastal Technical Assistance grant application to the Coastal Program at the Virginia Department of Environmental Quality- Virginia Coastal Zone Management Program.
- Discussed economic impact assessment issues related to aquaculture with Marine Economist, Tom Murray, Virginia Institute of Marine Science Virginia Sea Grant, and Vjay Satal, Department of Environmental Quality Economist. Submitted a draft grant application for a project to discuss the public policy alternatives to enhance aquaculture.
- Coordinated with Breck Montague, Vice President of Financial Services for Merrill Lynch, for a presentation on the economic and cultural status of the Middle Peninsula. Representative of Merrill Lynch are considering locating an office on the Middle Peninsula and or the Northern Neck.
- Submitted the semiannual project status report to the Virginia Coastal Program.

May 2008

- Consulted with Gary Allen, Essex County Administrator, regarding a proposal for the Middle Peninsula to become a part of the groundwater management area.
- Consulted with Carwin Owens, Lynchburg resident, regarding tidal wetlands banking.

- Consulted with Gary Allen, Essex County Administrator, regarding the new stormwater management issues.
- Drafted a resolution requesting Governor Tim Kaine to consider issuing a state of emergency for commercial crabbers. The Virginia Marine Resource Commission recently enacted further restrictions on the crabbing industry. The Middle Peninsula Planning District Commission approved the Resolution at the April Commission meeting.
- Consulted with David Wiggans, US Bureau of Census, concerning the 2010 census update. Agreed to assist the Census Bureau with the update process.
- Discussed poverty statistics with Sherry Hamilton, Gloucester Gazette Journal.
- Consulted with a Gloucester County resident interested in knowing more about the Middle Peninsula Septic repair and Septic Pump out Program and the relations to water quality issues on Sara's creek.
- Attended the Virginia Sea Grant Strategic Plan meeting held at the College of William and Mary. Participated as a member of the External Advisory Committee.
- Received a special request to assist King and Queen County with a plat review. Technical assistance was provided for an issue related to establishing a right of way and determining front and side lot lines. Staff researched and discussed various approaches for solving the plat issue. Recommended two approaches: request a variance from the Board of Zoning Appeals or relocated the principle structure.

June 2008

- Discussed various demographic issues with Carol Steele, Director of Gloucester County Parks, Recreation, and Tourism. Provided demographic analysis of the racial composition of Gloucester County for use in a local survey.
- Discussed conservation easement valuation with Martha Herick, Urbanna Land Appraiser, needing real estate comparables for a conservation easement in King and Queen. Provided a copy of the Dragon Run Coastal and Estuarine Land Conservation Program (CELCP) appraisals.
- Coordinated with Todd Janeski, Department of Conservation and Recreation, concerning the Coastal Planning District Commission summer quarterly meeting scheduled for the Eastern Shore.

- Consulted with a Middlesex County resident requesting the number of shoreline miles within Middlesex County. Provided the resident with an analysis of shoreline miles completed by the Center for Coastal Resource Management at Virginia Institute of Marine Science.
- Consulted with Rita Taylor, Gloucester County GIS, and Reese Milligan, Assessor Gloucester County, about the technical limitation of using GIS soils data to value and assess raw land development potential. The digital soils database was not designed or intended to address secondary treatment technology.
- Discussed section 309 Focal Area funding opportunity with Planning District Commission staff.

July 2008

- Provided Patricia Duttry, Virginia Department of Health, with several methods and options to use when trying to figure out how many septic systems there are in the Three Rivers Health District. Middle Peninsula Planning District Commission Staff Sara Stamp and Lewis Lawrence also assisted with this activity.
- Discussed various demographic, poverty, and race issues with Sherrie Hamilton, Gloucester-Mathews Gazette Journal.
- Consulted with Davis Sacks, Deputy Director Chesapeake Bay Local Assistance Division, concerning ongoing schedule of Coastal Planning District Commissions meetings.
- Consulted with Patricia Duttry, Three River Health District, concerning various methods to estimate the number of septic systems within the Middle Peninsula. Agreed to develop several alternative methodologies for developing estimates.
- Provided Steve Whiteway, Mathews County Administrator, with May 2008 Mathews County Unemployment numbers from the Virginia Employment Center.
- Researched when a manufactured home shall be deemed to be real estate for Sharon Williams, Mathews County Director of Planning. Provided Ms. Williams with a copy of [46.2-653](#) of the Code of Virginia.
- Issued a request on the Virginia Association of Planners list serve for information related to innovative management techniques for addressing post 1976 mobile homes.

- Attended the 2008 Coastal Society conference held in Redondo Beach California. Attended sessions on Coastal Development, Coastal Hazards, and Coastal Zone Management Act Management. Presented a talk on the York River Use Conflict project.

August 2008

- Coordinated with Pat Tyrrell and Helen Heck of Tidewater RC&D regarding creation of a map for the 2008 Down on the Farm event.
- Burned CD with GIS data relevant to Mathews County shoreline management for Chris Wilcox, Virginia Institute of Marine Science.
- Created a map showing the responses from the online Public Access Authority Master Plan Survey.
- Edited the map illustrating the responses from the online public access authority master plan survey.
- Provided census household information to Steve Rykal, Virginia Department of Health, for the Middle Peninsula Localities.
- Provided information to Jimmy Sydnor, Zoning Administrator for the Town of Tappahannock, related to the economic impact of recreational boating on Virginia coastal localities.
- Consulted with Kelly Price, Virginia Coastal Zone Management Program, concerning the use of YouTube as a media for distributing coastal planning issues.
- Responded to a request for GIS technical assistance from Lewis Filling, Town Manager for the Town of Urbanna. Assistance related to the Federal Emergency Management Agency (FEMA) floodplain map update process and the need for GIS base data. Contacted Brendon Pfleckman, FEMA Consultant, to discuss FEMA's GIS needs.

- Consulted with Scott Kudlas, Water Supply Planning Program of the Department of Environmental Quality (DEQ), to request a copy of a resolution passed by Lancaster County requesting that DEQ expand the Ground Water Management Zone over the entire Middle Peninsula and the Northern Neck. Received a copy of the Lancaster County Resolution and reviewed the resolution.
- Discussed a request from Scott Kudlas, DEQ Water Supply Planning Program, to meet with the local government administrators to discuss the possible expansion of the ground water management area with Dan Kavanagh, Middle Peninsula Planning District Commission Executive Director.

- Discussed various environmental programs and other types of assistance provided by the Planning District Commission with Kenny Richardson, recent Gloucester County appointment to the Dragon Run Steering Committee.

- Discussed land use implications of the Virginia Department of Health Division of Onsite Sewage & Water Services GMP #146 with David Fridley, Allen Napp, and M. B. Sheppard staff from the Virginia Department of Health. GMP #146 allows for an engineer to design a septic system to treat effluent based on engineering standards and not soil characteristics.

- Discussed erosion and sediment control compliance issues with Gary Allen, Essex County Administrator.

- Consulted with Glen Steckman III, King and Queen County Administrator, concerning assessing the state of the counties GIS system.

- Mapped public access sites and dredging sites as part of the special project for the Coastal Technical Assistance grant.

- Discussed establishing a General Assembly Working Waterfronts Study Committee with Marty Farber, Division of Legislative Services, in response to Delegate Harvey Morgan's request.

September 2008

- Created a map showing which rivers people listed as needing to be dredged from the online public access authority master plan survey.

- Provided GIS map productions technical assistance to a local real-estate agent assembling parcels on the Dragon for conservations easements.
- Consulted with Sally Mills, Editor of Virginia Wildlife Magazine. Mrs. Mills is interested in illustrating land use change from the 2002 Virginia base-mapping aerial imagery and 2007 Virginia base-mapping aerial imagery.
- Discussed census and other demographic assistance issue with staff from the Chesapeake Academy.
- Discussed National Oceanic and Atmospheric Administration Section 309 Aquaculture and Sustainable Working Waterfront infrastructure potential project concepts with local government administrators. Mathews County agreed in principle to host project focusing on public policy alternatives favorable for sustainable aquaculture and working waterfronts.

Appendix B

Middle Peninsula Specific Water Access Survey Results

(submitted as a PDF attachment to this word document)