



**Agenda**  
**February 27, 2020**  
**6:00 p.m.— New River Valley Business Center, Fairlawn**

- I. CALL TO ORDER**
- II. CONSENT AGENDA**
  - A. Approval of Minutes for January
  - B. [Approval of Treasurer's Report for January](#)
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects (Signed-off by the staff)
    - 1. NRV Community Services Vehicle Purchase
    - 2. Giles Health & Family funding assistance
  - B. Regular Project Review  
None
  - C. Environmental Project Review
    - 1. [Virginia Tech- Glade Road-Boiler and Turkey Research Center Renovation](#)
- IV. PUBLIC ADDRESS**
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#)**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
  - A. [Regional + Local Housing Study Presentation](#)
    - Remarks: Kevin Byrd – Executive Director
    - Jennifer Wilsie – Senior Planner
    - Mel Jones – VA Center for Housing Research at VT
    - Commission Discussion
  - B. Regional Commission Awards – Reminder to Nominate  
Commission Discussion
  - C. Next Meeting: March 26<sup>th</sup>

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

*The New River Valley Regional Commission provides area wide planning for the physical, social, and economic elements of the district; encourages and assists local governments in planning for their future; provides a means of coordinating federal, state, and local efforts to resolve area problems; provides a forum for review of mutual concerns; and implements services upon request of member local governments.*



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Jessica Barrett, Finance Director**  
**Date: February 19, 2020**  
**Re: January 2020 Financial Statements**

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The January 2020 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY19-20 budget adopted by the Commission at the June 27, 2019 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, along with the high volume of Workforce program activities, impact the adopted budget. To provide clarity, Commission and Workforce Development Board activities are separated on the agencywide report.

As of month-end January 2020 (58% of the fiscal year), Commission year to date revenues are 49.72% and expenses are 54.47% of adopted budget. The two largest budget expense lines, Salary and Fringe, are in line with budget at 57.26% and 59.06%, respectively.

Looking at the balance sheet, Accounts Receivable is \$594,589.82. Of this total, Workforce receivables are \$407,636.09 (69%) and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible. Net Projects (\$141,079) represents project expenses, primarily benchmark projects, that cannot be invoiced yet and posted to receivables.

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

Blacksburg | Christiansburg  
Floyd | Narrows | Pearisburg  
Pembroke | Pulaski | Rich Creek

### Higher Education

Virginia Tech | Radford University  
New River Community College

**New River Valley Regional Commission**  
**Balance Sheet**  
**1/31/2020**

Assets:

Operating Account	75,982
Certificate of Deposit	104,875
Money Market Account	84,747
Accounts Receivable	594,590
Prepaid Item	2,951
Total Assets:	863,145

Liabilities:

Accounts Payable	40,594
Accrued Annual Leave	81,071
Accrued Unemployment	27,067
Funds Held for Others	28,500
Unearned Revenue	6,013
Expense Reimbursement	785
Total Liabilities:	184,030

Projects:

(Equity Accounts)	Net Projects	(141,079)
	Current Year Unrestricted	67,525
	Unrestricted Net Assets	759,444
	Total Projects (Equity)	685,890
	Total Liabilities and Projects	869,920
	Net Difference to be Reconciled	(6,775)
	Total Adjustments to Post*	6,775
	Unreconciled Balance (after adjustment)	0

\*YTD adjustment to Accrued Leave. Final adjustment will be posted to general ledger at fiscal year end closeout.

**New River Valley Regional Commission  
Revenue and Expenditures - January 2020**

<b>FY19-20 Budget Adopted 6/27/2019</b>		<b>January 2020</b>	<b>YTD</b>	<b>Under/Over</b>	<b>(58% of FY) % Budget</b>
<b>NRVRC Anticipated Revenues</b>					
ARC	68,666	0	34,333	34,333	50.00%
ARC - Prices Fork	2,950	0	63,582	(60,632)	2155.33%
ARC - Commerce Park Grading	8,000	0	0	8,000	0.00%
ARC - James Hardy Construction	5,000	0	0	5,000	0.00%
LOCAL ASSESSMENT	233,867	0	224,055	9,811	95.80%
DHCD - Administrative Grant	75,971	18,993	56,978	18,993	75.00%
DRPT RIDE Solutions NRV	65,649	0	30,019	35,630	45.73%
EDA	70,000	0	35,000	35,000	50.00%
Workforce Fiscal Agent	65,000	0	40,000	25,000	61.54%
Workforce Pathways Fiscal Agent	50,000	0	25,000	25,000	50.00%
VDOT	58,000	0	39,237	18,763	67.65%
VDOT - Rocky Knob Project	73,000	0	1,856	71,144	2.54%
Floyd County	15,000	0	8,865	6,135	59.10%
Floyd Town	9,000	1,393	6,672	2,328	74.13%
Giles County	18,000	0	10,426	7,574	0.00%
Narrows Town	23,500	0	6	23,494	0.03%
Pearisburg Town	30,250	0	0	30,250	0.00%
Rich Creek Town	20,000	0	(1,516)	21,516	-7.58%
Montgomery County	44,850	3,943	13,879	30,971	30.95%
Blacksburg Town	14,000	1,167	8,167	5,833	58.33%
Christiansburg Town	24,250	0	15,719	8,531	64.82%
Pulaski County	10,000	0	9,828	172	98.28%
Pulaski Town	56,250	4,146	9,588	46,662	17.05%
Radford City	70,000	0	0	70,000	0.00%
Radford University	31,709	0	18,862	12,847	59.48%
Virginia Tech	5,000	0	0	5,000	0.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0	0	261	(261)	0.00%
Virginia's First RIFA	27,500	2,292	16,042	11,458	58.33%
New River Community College	0	914	2,973	(2,973)	0.00%
NRV MPO	40,000	0	21,719	18,281	54.30%
Anticipated Windshield Surveys	7,000	0	0	7,000	0.00%
VHDA Regional Housing Local Support	6,828	0	4,550	2,278	66.64%
Dept of Environmental Quality	7,500	0	9,463	(1,963)	126.17%
VECF - Mixed Delivery	114,880	0	9,447	105,433	0.00%
VA Housing Development Authority	30,065	0	9,801	20,264	32.60%
VECF - Preschool Development	128,090	0	34,277	93,813	0.00%
VECF - Systems Building	40,000	0	0	40,000	0.00%
Southwest Virginia SWMA	2,000	0	1,000	1,000	50.00%
New River Health District	25,000	0	13,278	11,722	53.11%
New River Valley Development Corporation	21,700	1,808	12,658	9,042	58.33%
United Way of Southwest Virginia	0	0	7,500	(7,500)	0.00%
United Way of Roanoke Valley	0	0	1,000	(1,000)	0.00%
Renew the New	0	0	300	(300)	0.00%
<b>Sub Total Revenues</b>	<b>1,598,474</b>	<b>34,655</b>	<b>794,824</b>	<b>803,650</b>	<b>49.72%</b>
<b>Expenses</b>					
Salaries	799,604	64,140	457,887	341,717	57.26%
Fringe Benefits	200,381	15,719	118,345	82,036	59.06%
Travel	21,480	533	18,550	2,930	86.36%
Office Space	49,968	4,164	29,148	20,820	58.33%
Communications	11,165	1,017	7,991	3,174	71.57%
Office Supplies	30,120	371	25,278	4,842	83.93%
Postage	2,075	70	1,124	951	54.16%
Printing	4,500	0	2,995	1,505	66.56%
Copier Usage/Maintenance	2,000	110	997	1,003	49.86%
Outreach/Media Adv	10,400	0	2,380	8,020	22.89%
Equipment Rent/Copier	4,219	352	2,461	1,758	58.32%
Fleet Vehicles	7,983	120	1,679	6,304	21.03%
Dues/Publications	16,861	724	14,238	2,623	84.44%
Training/Staff Development	93,750	1,973	5,306	88,444	5.66%
Insurance	3,250	256	1,790	1,460	55.07%
Meeting Costs	10,250	271	3,503	6,747	34.17%
Contractual Services	313,324	17,766	153,295	160,029	48.93%
Professional Services Audit/Legal	4,540	0	4,373	168	96.31%
Miscellaneous/Fees	4,700	363	2,654	2,046	56.46%
Reimbursed Expenses	0	9,361	16,674	(16,674)	0.00%
Unassigned Expenses	7,904	0	0	0	0.00%
<b>Sub Total Expenses</b>	<b>1,598,474</b>	<b>117,309</b>	<b>870,667</b>	<b>719,903</b>	<b>54.47%</b>
<b>NRVRC Balance</b>	<b>0</b>	<b>(82,654)</b>	<b>(75,843)</b>		

**New River/Mount Rogers Workforce Development Board  
Revenue and Expenditures - January 2020**

NR/MR WDB Anticipated Revenues		January 2020	YTD	Under/Over	(58% of FY) % Budget
Workforce Development Area	2,038,827	141,214	886,446	1,152,381	43.48%
<b>Sub Total Revenues</b>	<b>2,038,827</b>	<b>141,214</b>	<b>886,446</b>	<b>1,152,381</b>	
<b>Expenses</b>					
Salaries	473,687	41,329	274,102	199,585	57.87%
Fringe Benefits	136,054	11,001	73,517	62,537	54.04%
Travel	15,000	4,205	14,954	46	99.69%
Office Space	53,000	2,266	22,810	30,190	43.04%
Communications	11,000	759	6,342	4,658	57.66%
Office Supplies	6,600	508	6,008	592	91.03%
Postage	250	10	76	174	30.36%
Printing	750	106	549	201	73.15%
Copier Usage/Maintenance	750	0	0	750	0.00%
Outreach/Media Adv	7,500	622	11,264	(3,764)	150.19%
Equipment Rent/Copier	1,600	149	987	613	61.70%
Dues/Publications	0	1,639	3,689	(3,689)	0.00%
Training/Staff Development	0	50	1,570	(1,570)	0.00%
Insurance	2,500	0	1,168	1,332	46.72%
Meeting Costs	8,000	207	8,495	(495)	0.00%
Contractual Services	1,310,786	78,278	451,819	858,967	34.47%
Professional Services Audit/Legal	10,000	0	6,360	3,640	63.60%
Miscellaneous/Fees	1,350	0	44	1,306	3.29%
Workforce Grants Admin	0	85	2,693	(2,693)	0.00%
<b>Sub Total Expenses</b>	<b>2,038,827</b>	<b>141,214</b>	<b>886,446</b>	<b>1,152,381</b>	<b>43.48%</b>
<b>NR/MR WDB Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Total Agency R&E		January 2020	YTD	
Anticipated Revenue	3,637,301	175,869	1,681,270	46.22%
Anticipated Expense	3,637,301	258,523	1,757,113	48.31%
<b>Balance</b>	<b>0</b>	<b>(82,654)</b>	<b>(75,843)</b>	



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## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

**TO:** Regional Commission Board Members

**FROM:** Kevin R. Byrd, Executive Director

**AGENDA ITEM:** III. Intergovernmental Review Process, C. Environmental Project Review, Item #1

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CIRP Review

February 20, 2020

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**PROJECT:** Virginia Tech- Glade Road-Broiler and Turkey Research Center Renovation

**SUBMITTED BY:** DEQ

**PROJECT DESCRIPTION:** The Department of Environmental Quality is requesting comments on an environmental impact review.

**PROJECT SENT FOR REVIEW TO:** Commission Board Members

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Strengthening the Region through Collaboration

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### Counties

Floyd | Giles  
Montgomery | Pulaski  
**City**  
Radford

### Towns

Blacksburg | Christiansburg  
Floyd | Narrows | Pearisburg  
Pulaski | Rich Creek

### Higher Education

Virginia Tech  
Radford University  
New River Community College

# **ENVIRONMENTAL IMPACT REPORT**

## **Virginia Tech Livestock & Poultry Projects Glade Road - Broiler & Turkey Research Center**



### **Prepared For:**

Virginia Tech  
University Design & Construction  
90 Sterrett Facilities Complex  
Blacksburg, VA 24061

**February 14, 2019**

Prepared By:



VT Project Code: 208-18267-000

DAA Project Number: B09199B-05E

## **1.2 Background**

The Broiler and Turkey Research Center located on Glade Road is a research facility that houses five buildings for raising and processing poultry. The buildings, constructed in 1960s, consists of one-story barns commonly referred to as chicken or turkey houses.

Figure 1, Site Location Map, identifies the project area on a USGS topographic map. Figure 2 illustrates the site on an aerial photograph and also includes topography and reference to historic resources in the vicinity. A geology map is included as Figure 3. The current schematic layout is included in Appendix A along with photographs of exterior spaces from June 2018.

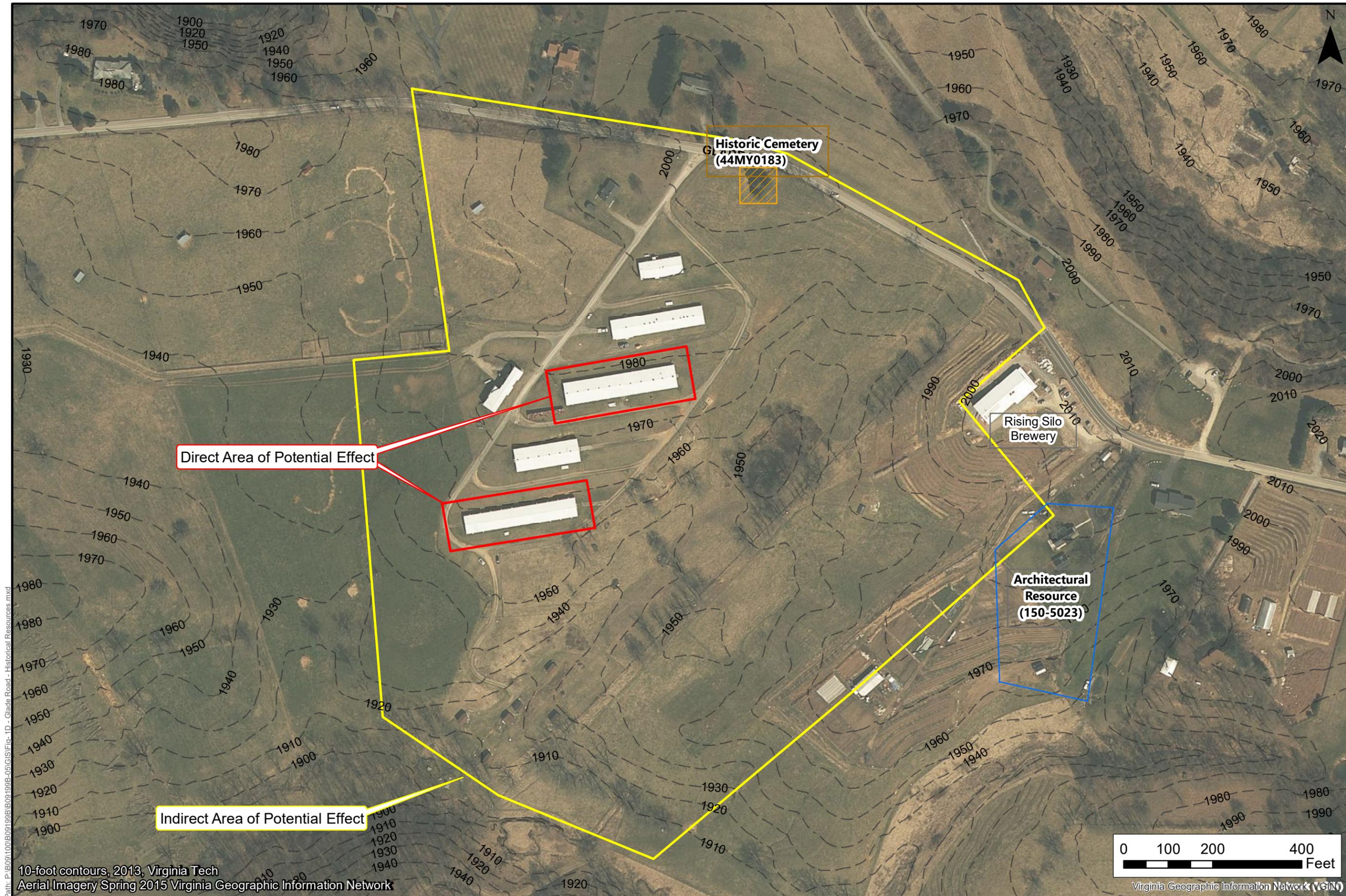
## **1.3 Proposed Facility**

The proposed action includes remodeling (interior and exterior) two of the five research center barns. The site is accessed from the north off of Glade Road. From the north, one of the barn to be remodeled is the second of the five barns; it will be remodeled within its existing footprint to serve as a turkey grow-out facility. The southernmost barn (fifth barn) will also be renovated within the existing footprint to serve as a broiler grow-out facility. New 20-foot wide concrete pads will extend on the east and west facing each building.

Specific project details, including topographic survey are included in the Schematic Design drawings included in Appendix A. Some variability in design may occur as the project progresses; however, the general agricultural nature of the facilities will remain and the project boundary will remain unchanged.

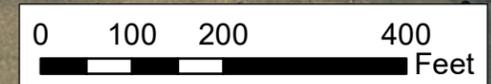
#### **1.4 Need for the Proposed Action**

The existing facilities do not meet the current needs of the Department that utilizes the facility. The facility has also aged to the point where it is no longer able to support instructional methods for contemporary models of poultry production and can no longer meet the research mission of the university.



Path: P:\B091001\B09199B\B09199B-05\GIS\Fig-1D - Glade Road - Historical Resources.mxd

10-foot contours, 2013, Virginia Tech  
 Aerial Imagery Spring 2015 Virginia Geographic Information Network

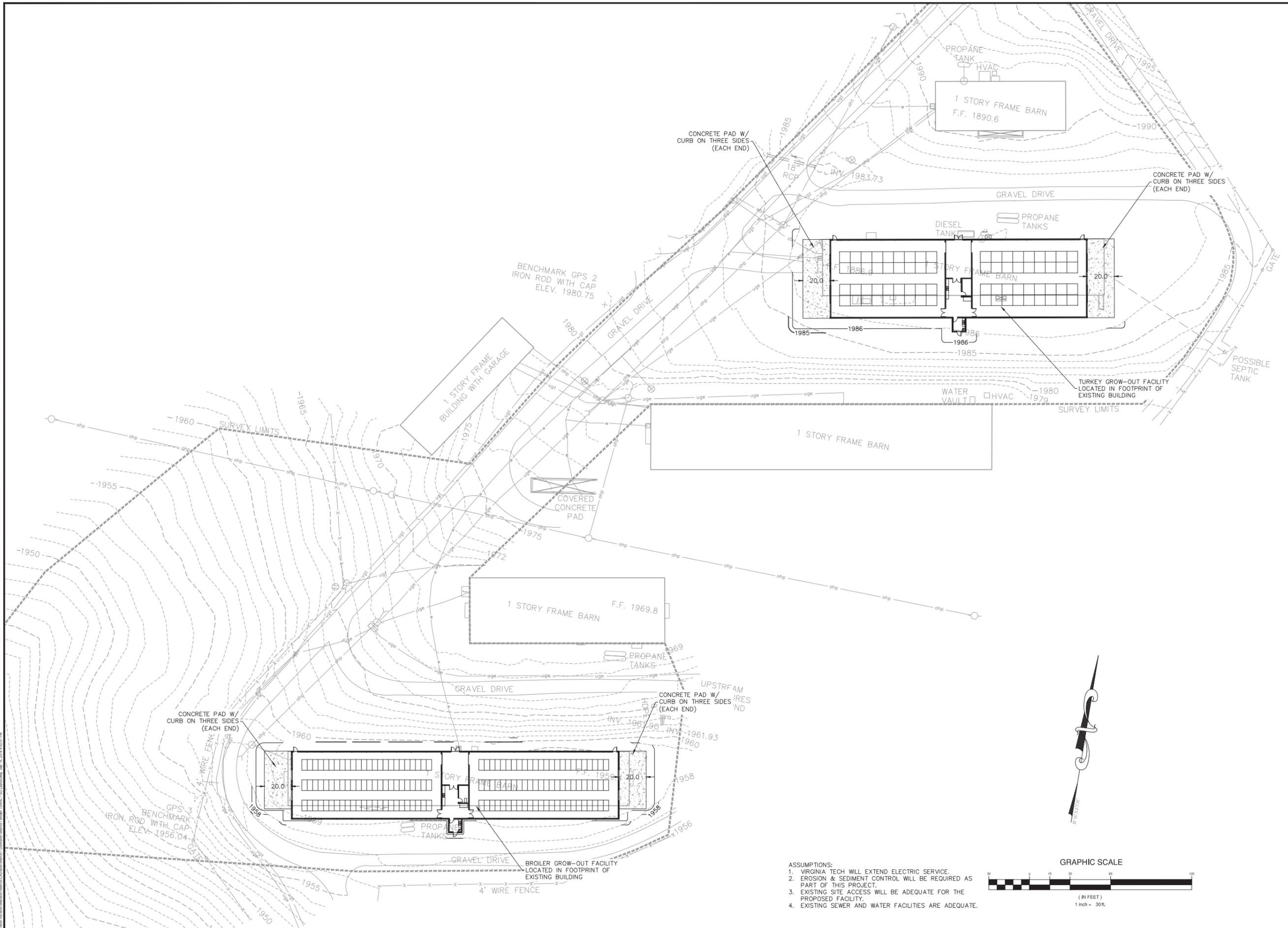


Virginia Geographic Information Network (VGIN)

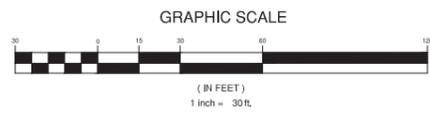
**GLADE RD. POULTRY FACILITY - Aerial  
 LIVESTOCK & POULTRY RESEARCH CENTER  
 VIRGINIA TECH**

DESIGNED: RS  
 DRAWN: WMD  
 CHECKED: KMW  
 DATE: 9/13/2018

SCALE: 1" = 200'  
 B09199B-05



- ASSUMPTIONS:
1. VIRGINIA TECH WILL EXTEND ELECTRIC SERVICE.
  2. EROSION & SEDIMENT CONTROL WILL BE REQUIRED AS PART OF THIS PROJECT.
  3. EXISTING SITE ACCESS WILL BE ADEQUATE FOR THE PROPOSED FACILITY.
  4. EXISTING SEWER AND WATER FACILITIES ARE ADEQUATE.



**Draper Aden Associates**  
 Engineering • Surveying • Environmental Services

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**SCHEMATIC SITE LAYOUT  
 BROILER & TURKEY RESEARCH CENTER  
 VIRGINIA TECH**  
 TOWN OF BLACKSBURG, MONTGOMERY COUNTY, VIRGINIA

REVISIONS	
DESIGNED BY:	AJH
DRAWN BY:	AJH
CHECKED BY:	CBK
SCALE:	1" = 30'
DATE:	July 18, 2018
PROJECT NUMBER:	B09199B-05
<b>C2.0</b>	



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N R V R C . O R G

**February 20, 2020**

## **Executive Director's Report**

### **Economic Development:**

- The Commission did not receive a technical assistance grant submitted last month for support developing a Recovery to Work system in the New River Valley and Mount Rogers regions. The Workforce Development Board is working on a potential ARC POWER grant (coal impacted communities) to support recovery to work and other vulnerable populations in gaining employment in fields that are in-demand, particularly construction industry given housing construction needs currently.
- The Commission is putting together a concept for an ARC POWER planning grant on extending the New River Water Trail. Initial thoughts were on an implementation application; however, there are several items to be confirmed before implementation could begin, such as specific locations for new boat launches.
- The Commission is providing support to the Destination Marketing Organizations (DMOs) to revamp the regional tourism website. The previous site, Explore NRV, is nearly 10-years old. The project is funded by Virginia Tourism Corporation Marketing Leverage Grant with match from DMOs and Radford University. University faculty and students are developing the site. The brand scheme/logo being used for the site is the Onward NRV Riverstone logo. Site should be live in early summer.

### **Transportation:**

- The Valley to Valley Trail Master Planning scope was distributed by VDOT this week. Consultant activity should be underway shortly. The document is attached to this memo so you can review the scheduled project activities over the next 12+ months.

### **Regional:**

- The NRV Livability in Action event is scheduled for March 12<sup>th</sup> 8:30am-12:00 at the German Club in Blacksburg. It is always a highly informative gathering. The lightning round presentation session will cover the following topics, Brush Mountain Trail Project, Millstone Kitchen Foodpreneur Series, Growth at Floyd's Innovation Center, Radford Downtown POP program, Refugee Resettlement Efforts, 2020 Census Complete Count, Pulaski County's Vision, and in-demand skilled jobs.
- The Millstone Kitchen Grand Opening event was held on 2/12. The VIP session from 4:00-5:00 consisted of Founders (local donors), agency funders and partners with just over 70 participants, and the general public session from 5:00-7:00 was capped at 165 attendees. There was a strong show of support and enthusiasm for the project during the event. Several of the funders drove from Richmond for the event then toured downtown Pulaski the following morning.

### **Commission:**

- On 2/18 and 2/22 I facilitated the Christiansburg Town Council retreat. The Tuesday evening session focused on how individuals work in teams with the Saturday session dedicated to receiving council advisement on upcoming town initiatives. Please let me know if you need facilitation assistance for elected bodies.

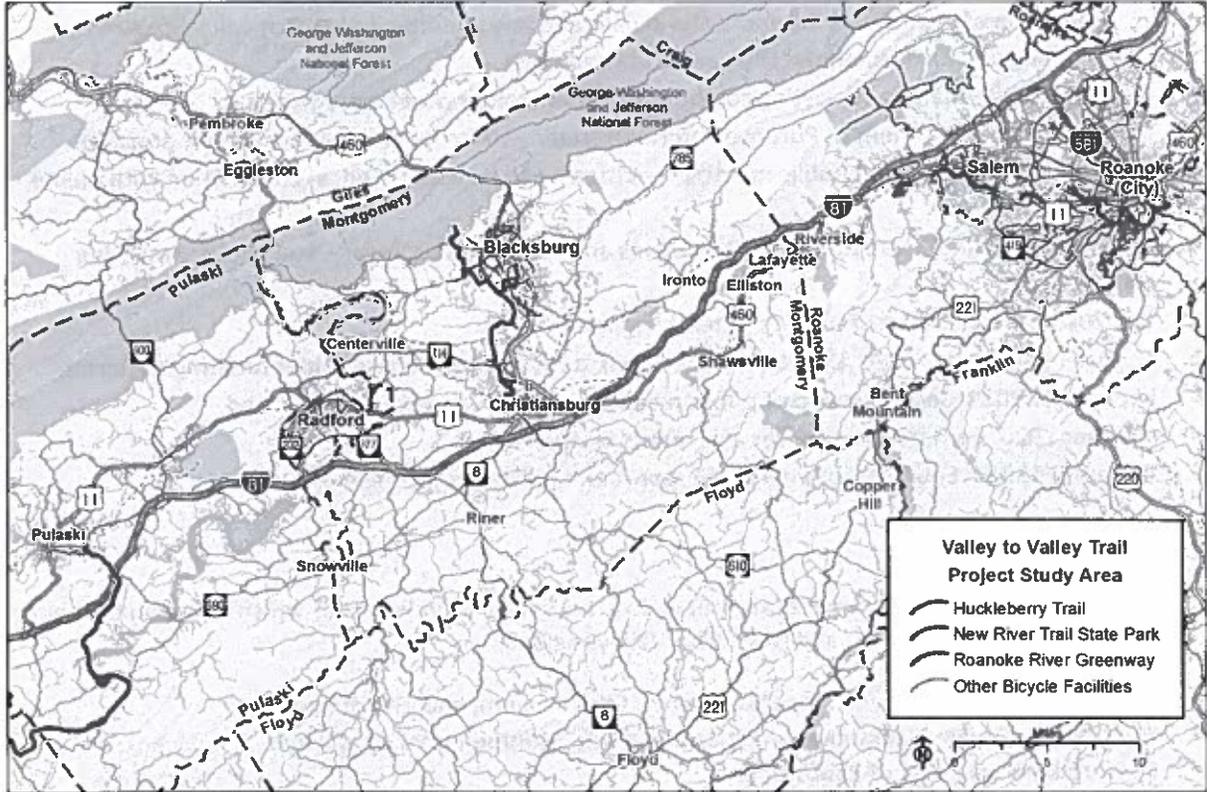
# Valley to Valley Trail Framework Document

## 1. Introduction

This document outlines the framework of the Valley to Valley Trail Study and requests agreement on your roles and responsibilities during the study process. This trail study has been requested to identify alignment and investment recommendations that will help connect various multi-use trails in the Roanoke Valley and New River Valley regions and develop a new transportation corridor potentially connecting multiple cities and towns, parks, recreation facilities, universities, and other institutions and amenities. This effort will run through 2020 and provide the jurisdictions along the potential corridors with the information needed to submit funding applications for grant programs.

### 1.1 Study Area

This study includes the cities of Roanoke, Salem, and Radford; the counties of Roanoke, Montgomery, and Pulaski; and the towns of Christiansburg, Blacksburg, and Pulaski. See graphic below:



## 1.2 Stakeholders

An initial set of six project stakeholders have been identified. Communication with these stakeholders will take place during the study as described in select tasks below. The stakeholders include:

- 1) New River Valley Metropolitan Planning Organization (NRVMPO)
- 2) Roanoke Valley-Alleghany Regional Commission (RVARC)
- 3) New River Valley Regional Commission (NRVRC)
- 4) Roanoke Valley Greenway Commission
- 5) Virginia Department of Transportation (VDOT)
- 6) Federal Highway Administration

Additional stakeholders at the federal and state levels will be identified and included as the study progresses based on the Planning and Environmental Linkage (PEL) process.

## 2. Project Scope Summary

### 2.1 Milestone Schedule

- December 2019: Framework scoping document development.
- January - February 2020:
  - Collection of spatial data (existing trail network, parks, land use, etc.).
  - Collection of environmental and cultural data and any additional data that will help with the Planning and Environmental Linkages (PEL) approach.
- February 2020: Analysis of existing conditions. – **Stakeholder meeting required.**
- March 2020: Development of Purpose and Need statement (to be refined throughout process).
- April 2020: Initial round of public meetings – Visioning to be conducted, in conjunction with online outreach element.
- April – June 2020: Development of alternatives and recommendations. – **Stakeholder meeting required.**
- July 2020: Development of Recommended Alignment.
- August – September 2020: Development of draft study report. – **Stakeholder meeting required.**
- September 2020: Second round of public meetings. – Draft study to be presented.
- October 2020: Comment responses and report revisions.
- November 2020: Submittal of final study report and online project element.

### 2.2 Overview

This study will identify a recommended alignment for the Valley to Valley Trail which will connect four existing trails in the Roanoke Valley and New River Valley regions:

- Roanoke River Greenway in Roanoke County, City of Salem, and City of Roanoke;
- Huckleberry Trail in Blacksburg, Christiansburg, and Montgomery County; and
- Radford Riverway, City of Radford; and

- New River Trail, a state park with a northern terminus in Pulaski County.

The planning process for the study will consider environmental and community goals through the Planning and Environmental Linkage (PEL) process from the beginning to ensure that the recommended alignment is consistent with the goals of the National Environmental Policy Act (NEPA) process. The stakeholder outreach and public engagement process will also be consistent with PEL-driven projects. This approach will help ensure that decisions will not need to be revisited at a later date.

A recommended alignment will be selected based on data inputs, stakeholder feedback, and the results of public outreach. Upon reaching consensus, Michael Baker International (MBI) will conduct a more in-depth analysis of the recommended alignment and will revisit the planning-level cost estimates for the recommended alignment to ensure that unique considerations (e.g. wetlands, bridges, underpasses) are accounted for.

The study will also identify near-term improvements for segments of independent utility that will also facilitate the future construction of the overall Valley to Valley Trail. Communities can subsequently use this segment-specific information as a resource in comprehensive or active transportation plans, funding applications (e.g. SMART SCALE, Revenue Sharing, Transportation Alternatives, Recreation Trails Program), environmental documentation, and implementation.

### **2.3 Existing Conditions Analysis**

With the help of stakeholders, MBI will collect data from multiple sources, including federal, state, regional, and local governments to use for a comprehensive analysis of existing conditions. MBI will review prior studies/plans to ensure that recommendations are consistent with those studies/plans. MBI will also collect GIS data from RVARC and NRVPC, VDOT, localities (if necessary), and other state and national sources, such as the National Wetlands Inventory and the National Register of Historic Places. MBI anticipates that RVARC and NRVPC will provide available GIS data layers, such as: parcels; land use; parks; schools; and colleges. VDOT will provide up-to-date roadway, traffic, and right-of-way data.

MBI will evaluate prior studies, existing conditions data, and any land use plans/knowledge of future development. The analysis will include an assessment of parcel data, with the goal of identifying public lands that could be used for off-road trail development. If needed, MBI will conduct field surveys of specific areas in order to better understand existing conditions and opportunities/constraints.

MBI will employ a PEL process to develop a Purpose and Need statement and identify potential additional stakeholders as well as coordinating and cooperating agencies to work with. This approach will provide MBI with the direction needed to ensure this project is NEPA compliant from the beginning. MBI will develop the Purpose and Need statement based on the existing conditions analysis which will be used to inform an Alternatives Analysis.

MBI, with assistance from RVARC and NRVPC, will use GIS data and stakeholder input to develop and evaluate alternatives (or routes), one of which will ultimately become the Recommended Alignment. In doing so, MBI will utilize the following approach:

1. Identify and map potential alternatives or routes (note – two alternatives could share the same segments);

2. Segment each alternative into potential projects of independent utility (segment at jurisdiction boundaries, intersections, geographic features, or other logical points);
3. Use SMART SCALE and environmental criteria, such as proximity to wetlands and existing parks and greenspaces, as a guide to quantitatively and qualitatively rank/score the segments; and
4. Use a GIS tool to automatically select an alternative with the highest cumulative segment scores (measured by either least-cost or lowest impact) and discuss the results with stakeholders with the goal of building consensus around a Recommended Alignment. Any potential 4(f) impacts (along preferred alignments and spurs) will be highlighted and segments without 4(f) impacts will also be noted. Potential 4(f) impacts include impacts to properties with park and recreation lands and wildlife and waterfowl refuges.

Public engagement as required or consistent with the PEL approach will take place as part of this project. MBI will lead the public engagement, but will request organizational assistance from the regional commissions. This engagement will have an online component (such as MetroQuest) in addition to public meetings. Any additional outreach to agencies, committees, or elected bodies will be the responsibility of the regional commissions. The outreach will be compliant with NEPA requirements as MBI will employ the PEL approach throughout the project.

#### **2.4 Final Recommended Alignment**

A recommended alignment will be selected based on data inputs, stakeholder feedback, and the results of public outreach. Upon reaching consensus, MBI will conduct a more in-depth analysis of the recommended alignment and will revisit the planning-level cost estimates for the recommended alignment to ensure that unique considerations (e.g. wetlands, bridges, underpasses) are accounted for.

The study will also identify near-term improvements for segments of independent utility that will also facilitate the future construction of the overall Valley to Valley Trail. Communities can subsequently use this segment-specific information as a resource in comprehensive or active transportation plans, funding applications (e.g. SMART SCALE, Revenue Sharing, Transportation Alternatives, Recreation Trails Program), environmental documentation, and implementation.

### **3. Stakeholder Roles and Responsibilities**

The final deliverable will contain two elements. The first will be a report, prepared as one (1) DRAFT and one (1) FINAL report. The report will document the planning process and the analysis leading up to the Recommended Alignment—the methodology, planning and analysis process, summary of alternatives and recommendations, public engagement process, and estimate of the probable cost of the Recommended Alignment. The document will be developed in an 11"x17" format with graphics and written to be easily understood.

The second element will be an online Story Map which will provide a high-level, visual review of the planning process, analysis, and development of the Recommended Alignment. It will include information the stakeholders identify as most important for conveying to the public and to other stakeholders (elected officials, administrators, etc.).

## 4. Stakeholder Roles and Responsibilities

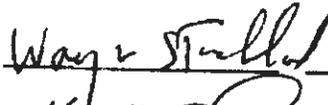
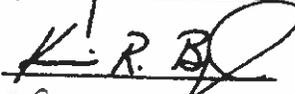
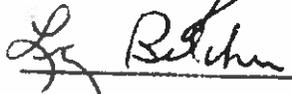
The detailed scope of work document provides more detail about how stakeholder involvement fits into all of the study tasks. The following is a summary of expected roles and responsibilities for your participation:

### 4.1 Participating Agencies

The NRVMPPO, RVARC, the NRVRC, Roanoke Valley Greenway Commission, and VDOT are key to the success of this study. In terms of roles and responsibilities, there are six key areas where the participating agencies will have an important role:

- 1) Each participating agency will be anticipated to participate in the study meetings in person throughout the development of the Valley to Valley Study. Baker will conduct up to three in-person stakeholder meetings during the study with other stakeholder committee meetings held by webinar.
  - 2) Regional commission staff and other participating agencies will be anticipated to provide geospatial data as needed for the study area including, but not limited to, parcels, land use, parks, schools, universities and colleges, property ownership, and easements. If the regional commission does not have data needed, it is anticipated that they will work with their member localities to obtain it.
  - 3) Regional commission staff will be anticipated to work with their member localities to lead outreach efforts in support of this project.
  - 4) The study team will develop alternatives and recommendations based on the projected future growth and use of the corridor. Participating agency staff will be asked to review and provide comments on the plan recommendations.
  - 5) As the study nears conclusion, participating agencies will be anticipated to review and comment on the draft report.
  - 6) Regional commission staff will be anticipated to present the final report deliverables to their member localities through their regular meeting process.
  - 7) It will be anticipated that VDOT will assist with the scheduling and selecting of locations for public meetings.
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By signing below, you acknowledge that you have received this document and are willing to participate in this important study as described above.

Organization	Signature	Printed Name	Title
Roanoke Valley-Alleghany Regional Commission		<u>WAYNE STRICKLAND</u>	<u>EXEC. Director</u>
New River Valley Regional Commission		<u>KENN R. BYRD</u>	<u>EXECUTIVE DIRECTOR</u>
Roanoke Valley Greenway Commission		<u>Liz Belcher</u>	<u>R.V. Greenway Coordinator</u>
Virginia Department of Transportation		<u>R. SHANE SAWYER</u>	<u>MULTIMODAL PROGRAMS MANAGER</u>
New River Valley Metropolitan Planning Organization		<u>Dan Brugh</u>	<u>Executive Director</u>



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## MEMORANDUM

**To:** NRVRC Commissioners

**From:** Kevin R. Byrd, Executive Director

**Date:** February 20, 2020

**Re:** Regional + Local Housing Study Presentation

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At the February Commission meeting there will be a presentation on the soon to be released Regional + Local Housing Study. Jennifer Wilsie with the Regional Commission and Mel Jones with the Virginia Center for Housing Research will present data, findings and strategies based on the 18-month planning process. The presentation will include a regional overview, community-specific findings, and a sampling of local and regional strategies for implementation.