



# HAMPTON NEIGHBORHOOD COMMISSION

Neighborhood Commission  
Monday, February 8, 2016— 5:00-6:30PM  
Community Development Conference Room

*BE A GREAT NEIGHBOR - ENGAGE OUR NEIGHBORHOODS - ENCOURAGE NEIGHBORHOODS  
TO BE GREAT PLACES - BE A CONDUIT BETWEEN OUR NEIGHBORHOODS AND OUR CITY - KEEP  
NEIGHBORHOOD LEADERS INFORMED - HELP GUIDE NEIGHBORHOOD LEADERS IN REACHING THEIR GOALS -  
ENCOURAGE NEIGHBOR ENGAGEMENT WITHIN THEIR NEIGHBORHOODS AND CITY*

## District Representatives:

**District One**  
David Duxbury  
**District Two**  
Nomination Pending  
**District Three**  
Vacant  
**District Four**  
Sandra Medina, Chair-Elect  
**District Five**  
Patricia Parker  
**District Six**  
Alice Callahan  
**District Seven**  
Sally Lazorchak  
**District Eight**  
Evelyn Stephenson  
**District Nine**  
Deena Franklin  
**District Ten**  
Nomination Pending

## School Representative:

Ann Bane

## City Representatives:

Lynn Alsbrook  
Steve Bond  
Maj. Ronald Davis

## Institutional Representatives:

Steven Edwards  
Stephanie Afonja  
Henry Mills

## At-Large Representatives:

Peggy Todd, Chair  
Barbara Franklin

## Youth Representatives:

Sonya Medina

## Executive Director:

Jonathan E. McBride

c/o Housing & Neighborhood  
Services Division  
22 Lincoln Street  
Hampton, VA 23669-3591

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www.hampton.gov/  
neighborhoods

- I. **Opening**
  - A. Roll Call and Verification of Quorum
  - B. Pledge of Allegiance
  - C. Review and Approve minutes of the January 14, 2015 Meeting
  - D. Chair Announcements
    - A. Urgency of Now Resource Fairr
- II. **Director's Report**
- III. **Items to be Presented by Public**
- IV. **Action Items (Voting Items) - Consent Agenda**
  - A. Consideration for Appointment of District 2 Commissioner
- V. **Briefings**
  - A. Briefing on Economic Development Activities
  - B. Briefing on Hampton Neighborhood Development Partnership
- VI. **Dialogue (Ongoing/Old Business)**
  - A. **Strategic Issues Update**
    1. Hampton Neighborhood College
      - a. Hampton 101 (Feb 27)
    2. You Make A Difference (March 19)- CivCom/CAP
    3. Home Repair Blitz (April 30)- CAPI**Neighborhood Commission Annual Retreat Debrief**
  - B. **Committee Status Reports on Work Plan Progress**
    1. Nominating Committee
      - a **Committee Assignments**
    2. Community Appearance, Pride & Image Committee
      - a. Grants Approved/Pending
        1. ONHCA MLK Day Celebration CAP Grant –Approved
    3. Youth Committee
    4. Civic Communications Committee
    5. Neighborhood-School Partnerships Committee
- VII. **Items by Commissioners**

The next Hampton Neighborhood Commission meeting will be held on March 14 2016, at 5 pm in a location to be announced.

## **Protocol for Public Input at Neighborhood Commission Meetings:**

Hampton Neighborhood Commission meetings are open to the public. The public is invited to attend meetings and to observe the work and deliberations of the Neighborhood Commission. The public may also address the Neighborhood Commission during the agenda item "Items to be Presented by the Public" by signing up to speak. The sign-up sheet will be available to the public until the agenda item "Items to be Presented by the Public" is reached in the course of the meeting. Speakers will be recognized in the order in which they sign up and are asked to limit their comments to 5 minutes.



MEETING DATE: February 8, 2016

## HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

*People. Partnerships. Possibilities!*

Preparer: <u>J. Bryson</u>	Reviewer: <u>J. McBride</u>	Presenter: <u>Leonard Sledge</u>
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**SUBJECT:** Briefing on Hampton Economic Development Department Activities

**AGENDA ITEM:** IV. A

**ACTION REQUESTED:** None

**BACKGROUND STATEMENT:** Leonard Sledge, Director of Economic Development Department of the City of Hampton, will explain how his department strives to sustain the community, promote the standard of living and economic health of Hampton.

Also the department's duties are and their strategic plan for the city. He will also brief the Commission on major developments and what is to come from the department.

**NEXT STEPS:** NA

**ADDITIONAL REFERENCE MATERIALS ENCLOSED:**

**COMMITTEE RECOMMENDATIONS:** NA



MEETING DATE: February 8, 2016

## HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

*People. Partnerships. Possibilities!*

Preparer: J.Bryson    Reviewer: J.McBride    Presenter: A. Bigelow

**SUBJECT:** Briefing on Hampton Neighborhood Development Partnership

**AGENDA ITEM:** IV. B

**ACTION REQUESTED:** N/A

**BACKGROUND STATEMENT:** Andy Bigelow, President of the Hampton Neighborhood Development Partnership and former Neighborhood Commissioner, will be presenting and update on the organization and next steps.

The Hampton Neighborhood Development Partnership (HNDP) is a 501(c) 3 organization whose mission is “to improve neighborhoods in the City of Hampton by working with charitable, governmental, and other organizations to identify and distribute resources that will enhance the quality of life in Hampton neighborhoods.”

**NEXT STEPS (If Applicable):** N/A

**ADDITIONAL REFERENCE MATERIALS ENCLOSED:** N/A

**COMMITTEE RECOMMENDATIONS:** N/A



*People. Partnerships. Possibilities!*

MEETING DATE: February 8, 2016

## HAMPTON NEIGHBORHOOD COMMISSION CONSENT AGENDA OVERVIEW (ITEMS V. A )

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### V. Action Items - Consent Agenda (Vote)

#### **A. Consideration for Nominated District Commissioner**

Approval of Nominee for District 2 Appointment:

- I. Charles McEachin



MEETING DATE: February 8, 2016

## HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

*People. Partnerships. Possibilities!*

Preparer: J. Bryson Reviewer: J. McBride Presenter: A. Callahan

**SUBJECT:** Consideration of the Nominated District 2 Commissioner

**AGENDA ITEM:** V. A. (Consent Agenda)

**ACTION REQUESTED:** Approve the recommendation from the Nominating Committee to submit a nominee for District 2 Commissioner to City Council for appointment.

*Suggested Language for the Motion – "I move that we approve the recommendation from the Nominating Committee to submit 1 nominee to serve as the District 2 Commissioner."*

**BACKGROUND STATEMENT:** The Nominating Committee is tasked with presenting a recommendation for candidates to serve as representatives on the Neighborhood Commission.

Candidates were selected based on the qualifications and expectations outlined in the Operations Manual-Chapter 2. After reviewing their applications and interviewing candidates, the Nominating Committee recommends;

<u>Nominee</u>	<u>Sector</u>	<u>Term beginning</u>	<u>Term ending</u>
Charles 'Chuck' McEachin	District 2	3/9/2016	9/30/17 (Continuing an unexpired term)

**NEXT STEPS (If Applicable):** If approved, the recommendation will be forwarded to Hampton City Council for appointment at the March 9, 2016 meeting.

**ADDITIONAL REFERENCE MATERIALS ENCLOSED:** N/A

**COMMITTEE RECOMMENDATIONS:** The Nominating Committee recommends approval of City Representative Nominees for appointment by Hampton City Council.

## **MINUTES**

Hampton Neighborhood Commission Meeting  
Community Development Department  
January 11, 2016  
Time 5:00 – 6:00PM

### **Present**

Stephanie Afonja, Institutional Representative  
Lynn Allsbrook, City Representative  
Alice Callahan, District 6  
David Duxbury, District 1  
Deena Franklin, District 9  
Sally Lazorchak, District 7  
Sandra Medina, District 4  
Sonia Medina, Youth Representative  
Evelyn Stephenson, District 8  
Peggy Todd, Chairperson

Jonathan McBride, Executive Director  
Jasmine Bryson, Coordinator  
Marcie Spragan, Recording Secretary

### **Absent**

Ann Bane, School Rep  
Steve Bond, City Rep.  
Ron Davis, City Rep  
Steve Edwards, Faith Based Representative  
Barbara Franklin, Public Relations Representative  
Henry Mills, Institutional Rep.  
Patricia Parker, District 5

### **Guest**

Chekesha White, District 10 Candidate – Pending Appointment

#### **I. Opening**

##### **Call to Order**

The meeting was called to order at 5:00pm.

##### **A. Roll Call and Verification of Quorum**

Quorum verified.

##### **B. Pledge of Allegiance**

##### **C. Review and Approve minutes of the June 8, 2015 Meeting**

The Chair asked for consideration of the minutes from the October 12, 2015 Neighborhood Commission meeting. Sandra Medina made a motion to approve the minutes. Alice Callahan seconded the motion. The Chair called for a vote.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Minutes approved.

#### **D. Chair Announcements**

- The Hampton 201 graduates attended the meeting to receive their certificates. The group also took photos with the Neighborhood Commissioners.
- Peggy attended a luncheon with a group of ladies who are part of "Walk America", which is a nationwide event. Peggy went on to explain how this group of women volunteer their time to clean up around the City of Hampton which is held once per year. This group has asked that the Neighborhood Commission be a part of this event on April 22, 2016.

#### **II. Director's Report**

The Director reported:

- The Housing CDBG staff position will be closing the following week. In the near future we will be filling that position.
- The Neighborhood Commission was told about the upcoming update on the C.I.P. and mentioned that there will be an opportunity to hear it again at Kecoughtan High School on January 14, 2016.
- There was a reminder to the Neighborhood Commissioners about the upcoming "You Make A Difference" event in March and that they should make sure that the RNO forms are given to the neighborhoods.

#### **III. Items to be Presented by Public**

None

#### **IV. Briefings**

**A. Special Event Update** – Alison Alexander, City Planner is working with a small group addressing the issues that the Neighborhood Commission is having with the Special Event process. They are looking at the process and has identified some of the larger issues that will be revamped such as:

- Clarifying temporary event process
- Entire process is very long and confusing
- Currently Special Events have to be on the city park and has had request for events on other lots that maybe city owned but not identified as a park.
- Seasonal Sales – had request for sale items such as Christmas trees, watermelons on vacant lots which is not currently allowed

- o Looking into allowing Food trucks under Special Event Permit  
Special Events may have two categories: small category for example- neighborhood event and larger category for example - Pirate Festival.

**B. Capital Improvement Projects (CIP) Report Briefing** – Sunshine Torrey, Budget Analyst with the City Manager's Office, gave the most current information about the proposed 2016-2020 Capital Improvement Plan. The topics were the following:

- o The Project Process
- o Aligning the council to teach initiatives with the C.I.P.
- o Input process for this year

Since, there were new Neighborhood Commissioners and an audience in the room, Terry conveyed to the group that the CIP process. Many neighborhoods that have a grasp the process for their project understand that the best way to get their project into a cycle is to start in August September. October and get with city staff and start the conversation on what they want to submit. They are generated by city departments or neighborhood organizations. Terry also plugged that the Commissioners should be the messengers to move this information forward to the neighborhoods.

**V. Action Items (Voting Items) – Consent Agenda**

A. Consideration of the District 10 Commissioner Appointment and Blitz Location for the Spring 2016

The Chair asked for the Commission's for approval of the recommendation from the Nominating Committee to submit Chekesha White as the nominee for District 10 Commissioner to City Council for appointment. Also the Community Appearance Pride and Image (CAPI) Committee recommends the Shell Rd Corridor Area as the location for the upcoming spring 2016 Home Repair Blitz event. Since the recommendations are listed under the consent agenda there was no need for a second of the motion. The Chair called for a vote on the consent agenda.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Consent agenda approved.

**VI. Dialogue (Ongoing/Old Business)**

**A. Strategic Issues Update**

1. Hampton Neighborhood College
  - a. Hampton 101 (Jan. 23)
    - o Darren reported Hampton 101 will be held on January 23, 2016 and currently geared for military and realtors. The class will be held in the Rupert Sargent Building. This will also include a bus tour around the City of Hampton
  
2. You Make a Difference Event (March 19<sup>th</sup>)
  - a. Sandra reported there is an upcoming Neighborhood Awards Program. There can be nominations for anyone who is a resident of Hampton. There are three separate categories. It is for any neighborhood. They are neighborhood leader of the year, project of the year, and neighborhood of the year - Sandra
  
3. Home Repair Blitz (April 30<sup>th</sup>)
  - a. Shanel reported a neighborhood has been selected for the next Home Repair Blitz. The event will be held on April 30, 2016, 8:00 a.m. to 3:00 p.m. Staff will start to send out the information as well as sending out the dates. More details to follow.
  
4. Neighborhood Commission Retreat (Jan. 30<sup>th</sup>)
  - a. The retreat will be held on January 30, 2016 at Sandy Bottom Nature Park. The time will be from 8:00 a.m. to 3:00 p.m. Jim Moynihan will be the ABCD (Asset Based Community Development) trainer.

**B. Committee Status Reports on Work Plan Progress**

1. Nominating Community – Alice
 

Commissioners are still needed for districts 2, 3, 5. An interview will be held the following Tuesday for the District 2 Commissioner. Alice tossed out to the commissioners about becoming part of a committee and how vital it can be for their neighborhoods.
2. Community Appearance, Pride & Image Committee –Steve
  - o C.A.P.I. met with Civic Communications about which locations will be considered for the upcoming Home Repair Blitz. The groups also discussed parking on the lawns, community gardens, and the upcoming you make a difference event. C.A.P.I. is in the process of reviewing a signage grant from Old Wythe Neighborhood Association (OWNA).
3. Youth Committee – Sonya/Terry O'Neill
  - o The Hampton Youth Commission is celebrating a 20 year legacy of youth civic engagement and leadership in Hampton city government. The event target date is

December 27th, 2016 at the Hampton Roads Convention Center and they are inviting all former Youth Planners, NYAB members and Hampton Youth Commissioners. If you are interested in helping the committee, please contact Shanel.

4. Civic Communications – Sandra
  - o No Report
5. Neighborhood-School Partnerships Committee- Darren
  - o The January letter will be mailed out to neighborhoods and community leaders reminding them that there is still a need for school supplies. The school letter goes out twice per year during January and September.

**VI. Items by Commissioners**

None

**A. Adjournment**

The meeting adjourned at 6:00 p.m.

Next Meeting Date: February 8, 2016

## **MINUTES**

Hampton Neighborhood Commission Meeting  
Community Development Conference Room  
Executive Committee  
January 25, 2016  
Time 5:00-6:00pm

### **Present**

Peggy Todd – Chair  
Sandra Medina – Chair-Elect, District 4  
Alice Callahan – Chair of Nominating Committee  
Steven Edwards – Chair of Community Appearance, Pride, and Image  
Steve Bond – City Rep.

### **Absent**

Henry L. Mills, Co-Chair of Chair of Community Appearance, Pride, and Image  
Ann Bane – Chair of Neighborhood - School Partnership Committee  
Barbara Franklin – Chair of Civic Communications Committee

### **Staff**

Jonathan McBride, Executive Director  
Marcie Spragan - Recording Secretary  
Jasmine Bryson - Coordinator  
Shanel Lewis - Housing & Neighborhood Services Staff

### **Guests**

None

### **Item #1**

#### **Wesley Methodist NIF Grant - Jonathan**

- Staff has met with the City Attorney's Office to discuss proceeding with the funding of the project. The City Attorney's Office determined according to State Law the Neighborhood Commission is unable to award the Wesley Methodist Church the grant due to it being a faith-based institution.
- Jonathan notified Pastor Snow of the update and noted that the Neighborhood Commission will help them to find other options and resources to fund the handicap accessible playground project.
- A meeting will be set up between Wesley Methodist Church and the Neighborhood Commission to further brainstorm other resources they could tap into to make the project happen.

- Steve Bond, as a representative of the City, and Henry Mills, as a resident of the neighborhood and representative of C.A.P.I., will be the leads on this effort since there is not a District 3 Commissioner.

## **Item #2**

### **Politics & Commissioner's Roles - Jonathan**

- Just a biannual reminder election season is coming up and as a Commissioner, a prominent member of the community, the role you play is perceived in the community. Please exercise your right to be political involved, but be cautious on how it reflects on your role as a Commissioner.
  - For example, don't speak on behalf of the Neighborhood Commission or make any promises in relation to any political matters.
- Jonathan will mention this during the February 8<sup>th</sup> Neighborhood Commission Meeting as a reminder for the entire group.

## **Item #3**

### **Committee Assignments – Jasmine/Jonathan**

- Committee assignments each year are discussed and assigned to give veteran Commissioners a chance to experience new committees and to place new commissioners.
- An email was sent out asking Commissioners' for their preferences and based on the feedback Staff recreated Committee Assignment Recommendations (Please see February Packet for final draft).
  - Based on these recommendations, Peggy Todd, as Chair, will make the final decision.

## **Item #4**

### **Strategic Project Updates:**

- A. Hampton Neighborhood College – NSP – Peggy/Jonathan
  - Hampton 101- Rescheduled for Feb 27, 2016 at the same location and time.
- B. You Make A Difference Event – CivCom – Sandra/Shanel
  - The event will be held on March 19<sup>th</sup>.
  - The venue is still up in the air. The Air and Space Museum was a possibility, however they require only their caterer's list be used and the committee would like to use the Phoebus High School Culinary Arts to cater the event.
  - The committee is looking at other potential. For example having the event at Phoebus High School. Once the venue and caterers have been secured an update will be given.

- The awards deadline is Jan. 30<sup>th</sup>, so please spread the word.
  - Jim Moynihan has agreed to be a speaker at the event, but Jonathan suggests having another speaker at the event.
  - Also Jonathan is looking into creating an updated sponsorship form for the event.
- C. Home Repair Blitz Update – CAPI - Shanel
- The next Blitz will be April 30<sup>th</sup> in the Shell Rd. area and canvassing will begin next week. Shanel will send out an email with the times and dates.
  - Shanel will be sending out the sponsorship forms to everyone, so we can get more funds, material, and food to help with the event. Also if anyone is interested in being a team or a volunteer please touch base with her as soon as possible.

## Item #5

### Committee Status Reports:

- A. Civic Communications Committee – Sandra
- The committee is working on the RNSO form and is working on the application to have the groups applying to be more specific on how they heard about the program.
- B. Community Appearance, Pride and Image Committee – Steve/Marcie
- **OWNA, Olde Wythe Neighborhood Association, Signage Grant** – At the last meeting the grant application was deferred until some concerns from Public Works are worked out. A meeting has already been setup to discuss it and get everyone on the same page. The committee will review the grant application again once everything has been resolved.
  - **Parking on the Lawns & Little England/Wythe Neighborhood** – The committee didn't have enough information to proceed with it, but Steve Edwards, Chair, and Jasmine Bryson are attending a meeting with the Little England Neighborhood to get more information about the situation.
  - **You Make A Difference Event** – Already covered previously.
- C. Neighborhood School Partnership
- No Update
- D. Nominating Committee – Alice/Jasmine
- The committee just interviewed Charles 'Chuck' McEachin for the District 2 Commissioner and has decided to offer him the position.
  - We still need District Commissioners for 3 and 5.
- E. Youth Committee – Shanel
- No Report

**Item #6**

**Review and approved draft agenda for February 8, 2016 Neighborhood Commission Meeting**

**Item #8**

**Other Business** – No other Business.

**Item #9**

**Solicit Remarks for Chair Announcements**

None

Next Meeting Date: February 22, 2016. Location TBD.

## **Civic Communications Committee**

### Meeting Results

December 9, 2015- Canty Conference Room- 5:00 PM

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**Present:** Barbara Franklin Chair - At-Large Commissioner  
Sandra Medina - District 4 Neighborhood Commissioner  
Shanel Lewis - Neighborhood Development Associate

**Absent:** Alice Callahan - District 6 Neighborhood Commission  
Major Ron Davis – Hampton Police Department

### **I. Chair Announcements**

- **Newsletter**
  - Neighborhood Commission and Registered Neighborhood Organizations- Barbara Franklin will take the lead and be in charge of putting newsletter together after holidays
  - Civic Communications Committee year outlook written for 2016- Barbara Franklin will write up goals concerning promoting new RNSO's, updating Neighborhood Commission website page, newsletter

### **II. New Business**

1. Debrief on “Meet and Greet”
  - Pam Croom did not receive acknowledgement- will schedule to give her plaque at an upcoming event
  - Suggested more time to acknowledge new RNSO's- have a brief description of organization before giving the certificates
  - Suggested to add crackers and rolls to snacks provided
  - Suggested a tripod or large sign to display outside the agreed location for the event
2. “You Make a Difference” Event
  - Brainstorm for ideas for the theme suggested “moving forward”
  - Location- Still to be determined
  - Caterer- Suggested Phoebus High School Culinary
  - Sponsorship- will distribute information for commissioners to help sponsorships
  - Neighborhood Award Program- applications are due January 30, 2016
  - Joint Meeting with CAPI- Jan 2016
3. Hampton Registered Neighborhood Serving Organizations- Review
  - Providence Free Will Baptist Church- did not have quorum- will review via email to committee

The meeting was adjourned at 5:43PM

The next meeting will be held at 5:00 PM on January 18, 2016 in the Canty Conference Room

Minutes by: Sandra Medina

## **CAPI Committee**

### Meeting Results

Jan 25, 2016 – Community Development Conference Room- 5:00 PM

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#### **Present:**

Steve Edwards Chair – Faith Based Commissioner

Pat Parker - District 5 Neighborhood Commissioner

David Duxbury - District 1 Neighborhood Commissioner

Marcie Spragan - Neighborhood Development Associate

Jasmine Bryson - Neighborhood Development Associate

#### **Absent:**

Henry Mills – At-Large Business Commissioner

Peggy Todd – At-Large Realtor Commissioner

Lynn Allsbrook – Public Works Department

- **I. Old North Wythe Neighborhood Association Signage Grant** was postponed until a meeting (Tuesday Jan. 26<sup>th</sup> @ 9:00 am) can be setup to discuss concerns of rolls and responsibilities
  - Lynn Allsbrook Concerns
    - Old Wythe not maintaining what they already have
    - Old Wythe needs to commit to taking the lead for procurement, installation and maintenance
  - Commission Concerns
    - Rolls and responsibility of city versus association
    - Commission's roll and responsibility beyond grant review
- **Parking on the Lawn Pilot Program** - Deferred until additional information and direction can be provided to CAPI
- **You Make A Difference Event** – Civic/CAPI Committees joined for continued planning. Results of our last meeting are as follows
  - **Date & Time** - March 19<sup>th</sup> at 5:00 pm
  - **Location** – Phoebus HS – Shanel
  - **Food** – Phoebus HS culinary students – Chekesha White
  - **Speakers** – Jonathan McBride (not confirmed) provide update of commission/neighborhood office efforts for 2015 and Jim Moynihan (confirmed) speak on what it means to be a “Great Neighbor”
  - **Priorities**
    - Agenda to include plenty of time for networking
    - Minimum costs
    - Maintain theme of “Great Neighbors”

The meeting was adjourned at 5:45PM

The next meeting will be held at 5:00 PM on February 17, 2016 in the CDD Conference Room

Minutes by: Steve Edwards