October 1, 2019

Memorandum #2019-146

TO:                          Hampton Roads Region – Portsmouth-Chesapeake Joint Land Use Technical Committee

BY:                          Ben McFarlane, HRPDC Senior Regional Planner

RE:                          Meeting of the Hampton Roads Region – Portsmouth-Chesapeake JLUS Technical Committee – October 4, 2019
RSVP – October 2, 2019

The next meeting of the Portsmouth-Chesapeake JLUS Technical Committee will be held on October 4, 2019, from 10:00 a.m. until 12:00 p.m. in the HRPDC Board Room A, the Regional Building, 723 Woodlake Drive, Chesapeake. The agenda and related materials are attached.

If you have any questions or need further information, please do not hesitate to contact me.

Attachments

BJM/cm
Hampton Roads Region – Portsmouth-Chesapeake JLUS Technical Committee:

Robert Baldwin, Portsmouth  Karen Shaffer, Chesapeake
Robert Geis, Chesapeake  Jaleh Shea, Chesapeake
Carl Jackson, Portsmouth  Earl Sorey, Chesapeake
David Jurgens, Chesapeake  Brian Swets, Portsmouth
Meg Pittenger, Portsmouth  Ben White, Chesapeake
Thomas Quattlebaum, Portsmouth  Mark Woodward, Chesapeake

Copy:

Brian Ballard, U.S. Navy  Stephanie Mertig, AECOM
Mike Coleman, Office of the Secretary of Veterans and Defense Affairs  Delceno Miles, The Miles Agency
Susan Conner, USACE  Ann Phillips, Office of the Secretary of Natural Resources
Rick Dwyer, HRMFFA  Greg Steele, USACE
Joe Howell, U.S. Navy  Jason Sweat, OEA
Steve Jones, U.S. Navy  Andrea Sweigart, AECOM
Brian Joyner, Moffatt & Nichol  Doug Taylor, U.S. Navy
Michael King, U.S. Navy

HRPDC Staff
Robert Crum
Keith Cannady
Whitney Katchmark
Ben McFarlane
1. Welcome & Introductions

2. Public Comments

3. Summary of the May 14, 2019 Meeting of the Hampton Roads Region – Portsmouth-Chesapeake JLUS Technical Committee

   The summary and attendance for the above meeting are attached.

   Attachment: 3 – May 2019 JLUS Technical Committee Meeting Summary

   ACTION: Accept the Meeting Summary

4. Summary of Stakeholder Interviews

   The consultant team conducted stakeholder interviews over two weeks in July, with additional interviews held in August. The consultant team will brief the Committee on highlights from the interviews and discuss how they could shape the analysis conducted during Phase 3 of the study.

   ACTION: None required

5. Flooding and Sea Level Rise Scenarios

   Locality technical staff and members of the consultant team held a conference call on July 17, 2019, to discuss possibilities for how to incorporate various drivers of flooding (sea level rise, tides, rainfall, storm surge, etc.) into a set of flooding scenarios. Based on this discussion, set of scenarios developed by the consultant team and distributed to the Committee for comment on September 10, 2019. The consultant team will brief the Committee on the scenarios and lead a discussion on any potential changes that should be made.

   Attachment: 5 – Proposed Flooding Scenarios

   ACTION: Approve the proposed flooding scenarios
6. Parking Data Gathering Update

The consultant team will provide an update on the data collection and work plan for the parking analysis component of the study.

**ACTION:** None required

7. Public Engagement Activities

One of the required deliverables for the study is the development and implementation of a public engagement strategy. A draft public engagement strategy was distributed to the Committee on September 10, 2019. The consultant team will brief the Committee on the main components of the draft strategy and discuss the desired outcomes for the upcoming November public meetings.

**Attachment:**

- 7A – Draft Public Engagement Strategy
- 7B – Draft Study Fact Sheet

**ACTION:** Approve the proposed engagement strategy and fact sheet

8. Next Steps

The consultant team will brief the committee on immediate next steps for the project.

**ACTION:** Endorse next steps

9. Updates on Local Efforts and Initiatives

Locality representatives will be given an opportunity to update the committee on related local projects that are currently underway or planned.

**ACTION:** None required

10. Other Matters
Minutes

Subject
Portsmouth & Chesapeake JLUS Technical Committee Meeting

Meeting date
14 May 2019

Attendees
See Attached Sign In Sheets

Location
Hampton Roads Planning District Commission
723 Woodlake Drive,
Chesapeake VA

Prepared
20 May 2019

On May 14, 2019, a second kick-off meeting was held with the Technical Committee members to officially begin the Chesapeake and Portsmouth Joint Land Use Study (JLUS) planning process. The purpose of the meeting was for the team to provide an overview of the proposed work plan and schedule, including several additional services that are being considered as part of a pending contract modification. AECOM provided a presentation that reviewed the consultant team organization, scope of work, and schedule.

A copy of the meeting sign-in sheet and presentation is attached to these meeting minutes. These meeting minutes are provided as a summary of the meeting discussions and are organized by topic.

Work Plan Overview and Schedule

The consultant team briefed the Committee on the final scope of work and schedule, including revisions and additions made since the last Technical Committee meeting in July 2018. The project is anticipated to take approximately one year to complete and a notional timeline was provided. The following is a summary of tasks that are being added to the existing scope of work as a contract modification:

- **Stakeholder Meetings:** Additional stakeholder interviews have been included in the scope of work, bringing the total number of interviews to 48.

- **Public Meetings:** The revised scope of work includes six (6) public meetings, anticipated to occur as two meetings per phase of the project. The meeting locations have not been identified. Three (3) additional public meetings will be included as optional tasks as part of the contract modification currently being developed; execution of these meetings would require authorization. The HRPDC indicated that, in addition to the public meetings that are part of the scope of work, representatives may engage with the community to the degree they desire, including holding meetings, attending existing meetings, or otherwise using existing platforms to disseminate information.

- **Parking:** The consultant will evaluate parking adjacent to Norfolk Naval Shipyard (NNSY) to address the impact of installation personnel parking within public neighborhoods rather than using designated parking provided on-base. This task will evaluate parking in the morning and evening peak hours, turnover rates, and parkers’ destinations to provide an understanding of existing parking supply and deficiencies. The team will correlate findings with the 2017 parking study, forecast future conditions and demand, and recommend potential actions and/or policy changes to address parking deficiencies and drive parking supply back onto the installation. As part of this task, up to two (2) focus group meetings (i.e., one with NNSY and one with City of Portsmouth/City of Chesapeake) will be held.

- NNSY noted that the 2017 parking study was based on normal loading of one submarine; however, because of the timing of this task, the consultant team will see the impact of one or two carriers in...
the yard. Additionally, the shipyard will discuss upcoming mission changes including the inactivation of the SSN-688 (Los Angeles) Class submarines expected to occur between 2024 and 2040 at South Gate Annex, and accommodating a 355-ship Navy.

- The shipyard’s North End is a historic district and experiences a high level of employees parking outside of the fence line and walking.

- **Flooding/SLR/Stormwater Modeling:** Arcadis is under contract with the City of Portsmouth and will complete all stormwater modeling for the city as part of a larger modeling and resiliency effort. The Portsmouth/Arcadis team has begun building their model but has not finalized modeling scenarios.

- AECOM will provide Hydrologic & Hydraulic (H&H) stormwater modeling for the City of Chesapeake for the JLUS study area using the City's existing SWMM-based one-dimensional H&H model. The model will document existing areas of nuisance flooding within the study area and project areas likely to flood from rainfall runoff, and from combined rainfall runoff and exceptionally high tailwater events. The main JLUS scope of work assumes that three (3) sea level scenarios (present day and two future sea levels) will be defined and used in the vulnerability analyses.

- The City of Portsmouth (Arcadis) and the City of Chesapeake (AECOM) will coordinate to maintain consistency between model assumptions and inputs such as rainfall events (return periods) and tailwater conditions (tides, storm surge, sea level rise (SLR) scenarios). A conference call between the Portsmouth/Chesapeake core groups will be scheduled to coordinate flood scenario details.

- According to the City of Portsmouth, the stormwater modeling will not be based on historic storm events but will model multiple rainfall events coupled with tailwater events. The models will be based on combinations of either three rainfall events coupled with three tailwater events, or five rainfall events coupled with two tailwater events. Additional discussion will be required to derive the flood scenarios, including sea level rise factors. The analysis will be based on existing scientific studies, using the best available data.

- The AECOM team will generate a H&H base map for the JLUS study, defining the watershed boundaries, structure locations, ground surface elevation from the Cities’ topographic data and LiDAR digital elevation models (DEMs), and existing stormwater system infrastructure (catch basins, stormwater drain alignments, hydraulic structures).

- **Travel Demand Modeling (TDM) of Flooding Scenarios:** The TDM task will provide an understanding of potential congestion impacts due to critical network links being inundated by flooding based on the flood scenarios defined for the JLUS. The assessment will consider both direct and indirect impacts to the transportation network due to flood inundation. Direct impacts to the transportation network include roads that become impassable or experience reduced capacity during flood events. Indirect impacts occur when existing traffic diverts to remaining open roads, impacting congestion levels. The analysis helps to define which study corridors are critical to the roadway network’s operations.

- The 2045 Hampton Roads Transportation Planning Organization (HRTPO) Travel Demand Model (TDM) will be used in this task. There will be an opportunity to review the socioeconomic data in the 2045 HRTPO model around the military installations to ensure it captures the proposed DoD future population growth.

- Future Critical Corridor Models (FCCMs) (three) will be developed following the flooding analysis and the identification of critical corridors to analyze congestion impacts. The 2045 Baseline models will be re-run with inundated critical corridors (based on flood scenarios) removed. The identification of potential improvements along specific corridors and development of a prioritized list of proposed alternatives/improvements for consideration for short- and long-range planning would be part of a second, optional, task if executed.
• Transit access and availability will be considered in the JLUS and is included as part of the original base contract as part of the land use and compatibility task. This will also be considered when developing strategies to address deficiencies/issues related to access, etc.

• This task could help make a stronger link between the benefits of flood mitigation and congestion. The National Defense Authorization Act (NDAA) may provide a way for the installation to assist with transportation-related upgrades.

Public Engagement Process
The HRPDC asked the Committee whether they prefer regularly occurring (monthly or bimonthly) or ad-hoc meetings to review progress and provide input as needed. The Committee elected to meet on an ad-hoc basis.

Next Steps
The consultant team presented multiple dates during which stakeholder interviews could be scheduled:

June 17-19
July 8-12
July 16-18

Technical Committee members believed that the two weeks in July would work best. The consultant team will begin scheduling interviews by earmarking two days for Navy interviews. An invite letter will be forwarded to stakeholders in preparation for interview scheduling.

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<td>Finalize contract modification</td>
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<td>Issue stakeholder invite letter</td>
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<td>Schedule interviews</td>
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<td>Secure interview locations</td>
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<td>Meet to coordinate the Arcadis (Portsmouth) and AECOM (Chesapeake) stormwater models.</td>
<td>AECOM/localities</td>
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<tr>
<td>Identify target dates for first public meeting</td>
<td>HRPDC</td>
<td>November</td>
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Updates on Local Efforts and Initiatives

The City of Chesapeake will be updating their Comprehensive Plan in the fall of 2019.
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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Representing</th>
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<th>Phone No.</th>
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<tbody>
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Hampton Roads Region – Portsmouth and Chesapeake Joint Land Use Study (JLUS)

Technical Committee Meeting
Project Re-Kickoff Meeting
agenda

- Welcome + Introductions
- Work Plan + Schedule
- Next Steps / Discussion
Additional Tasks Now in Work Plan

**Expanded Outreach**
- Doubled the number of stakeholder interviews
- Doubled the number of public meetings
- Listen and gain wider understanding of issues

**Parking Evaluation and Analysis**
- Identify and validate existing parking issues with traffic data
- Provide potential infrastructure and policy recommendations

**Travel Demand Modeling Impacts**
- Assess travel network impacts under 3 future flood/SLR scenarios using 2045 HRTPO Travel Demand Model (TDM)
- Identify potential opportunities for improvement

**Stormwater Modeling**
- Quantify areas of flood concern from rain events
- Integrate SWM with SLR analysis
Phase 1
Preparation

- Project Kickoff Meeting
- Public Engagement Strategy (ongoing)
  - Stakeholder Interviews (phase 2)
  - 6 public meetings
  - 7 Technical Committee meetings
  - 5 Policy Committee meetings
  - Final JLUS Briefing
  - Public Engagement Strategy Document
  - HRPDC project website
Public Engagement and Outreach – Public Meetings

- **6 Public Meetings**
  - Executed in 3 series with two meetings per series
  - Press releases and social media updates
  - Coordination with public relations staff of localities, Navy, and HRPDC
  - Fact sheets prepared to coordinate with each public meeting series
  - Community and media relations
Phase 2
Information Gathering

- Data Collection
- Stakeholder Interviews (48)
- Summary of Issues + Opportunities
- Public Meeting Series #1
- Joint Technical/Policy Committee Meeting
### Locality Interviews
- Mayor, City Manager
- Council, Planning Commission
- Planning
- Economic Development
- Public Works
- Public Utilities
- Transportation/Parking
- Fire/Emergency Management
- Permits and Inspections
- Historic Preservation
- Ports and Industrial Commission

### Navy
- Norfolk Naval Shipyard  
  • Main Site, Scott Center, South Gate, St. Julien’s
- NSA Hampton Roads  
  • Portsmouth Annex
- Naval Station Norfolk  
  • Craney Island

### Others
- USACE
- USCG
- VDOT
- Virginia Port Authority
- HRSD
- Dominion Power
- VA Natural Gas
- HRT
- HRTPO/HRPDC
- HRTAC
- Elizabeth River Project
- VA Port / Envivia Port of Chesapeake
- Virginia Maritime Association
- HRMFFA
Phase 3 Analysis

- Land Use + Military Operations Compatibility Assessment
- Parking Evaluation and Analysis
- Stormwater Modeling
- Flooding + SLR Assessment
- Transportation Network, TDM, and Critical Assets Vulnerability Assessment
- Development and Floodplain Code Assessment
- Phase 3 Summary Report
- Technical Committee Meetings (3)
Land Use + Military Operations Compatibility Assessment

- Review land use, zoning, policies and Navy documents to understand future growth and redevelopment plans
- Review demographic data and trends
- Define Military Operating Area (areas impacted by operations)
- Define Compatibility Challenge Areas
Parking Evaluation and Analysis

- Conduct 2 focus group meetings to discuss parking (City of Portsmouth and NNSY)
- Collect peak period parking data within identified neighborhood blocks
- Observe and document parking space inventories, occupancies, and general turnover patterns during the defined and agreed upon morning and evening peak periods
- Prepare existing conditions assessment
- Forecast future parking demands (city and Navy)
- Identify potential strategies as part of the JLUS
Stormwater Modeling // Flooding and Sea Level Rise Assessment

- Evaluate dataset(s) and define baseline SLR metrics
- Coordinate H+H modeling with Arcadis and perform H+H modeling for Chesapeake portion of study area
- Incorporate results of both models into the analysis to evaluate potential flooding for a set of rainfall, tide and surge tailwater levels and sea level rise adjustments.
- Spatially portray flood scenarios using GIS and mapping
Transportation Network, TDM, + Critical Assets Vulnerability Assessment

- Identify strategic transportation corridors
- Conduct site visits / field review to document current operations and conditions of key corridors
- Develop existing and future conditions GIS layers (constraints, planned projects)
- Assess travel network impacts under 3 future flood/SLR scenarios using 2045 HRTPO Travel Demand Model (TDM)
- Identify utility capacity issues affecting Navy sites
- Develop existing conditions utility layer
Critical Assets Vulnerability Assessment

- Define list of community assets for analysis (what is critical?)
- Determine how facilities are affected by Flooding/SLR scenarios
  • Relies on location and Digital Elevation Model (not first floor elevation data)
- Formulate matrix and maps depicting vulnerabilities
Phase 4
Recommendations + Strategies

- Strategy Development
- Evaluation Criteria
- Draft Implementation Strategy
- Technical/Policy Committee Workshop (1/2 day)
- Public Meeting Series #2
Phase 5
Plan Completion + Adoption

- Prepare Draft JLUS Plan + Present to Committees
- Public Meeting Series #3
- Prepare Final JLUS Plan + Conduct Briefings
# Notional Schedule // Phases 1 - 3

## Notional Schedule // May 14, 2019

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<th>June</th>
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<td>Phase 3 Summary Report</td>
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<td>Technical Committee Meeting (3 meetings) and Policy Committee Meeting</td>
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Next Steps

- Collect outstanding data/GIS

- Schedule stakeholder interviews
  - June 17-19
  - July 8-12
  - July 16-18

- Conduct stakeholder interviews

- Initiate SWM task and coordination with Arcadis team
Minutes

Subject: Portsmouth & Chesapeake JLUS
Stormwater Modeling Scenarios

Meeting date: 6 Aug 2019

Attendees: See list at end of document

Location: Conference call as follow up from an earlier meeting at Portsmouth
Redevelopment and Housing Authority, Portsmouth, VA

Prepared: 13 Aug 2019

On August 6, 2019, the attendees spoke to confirm additional details on the tailwater (river levels) and rainfall scenarios that the AECOM team and Arcadis would use in running stormwater models to support the JLUS analysis. These scenarios are based on those discussed at the July 17, 2019 meeting, documented separately. This memo summarizes the key points about the discussion.

Suggested Modeling Scenarios

Based on the discussion, we have defined a common set of scenarios for consideration that will be presented to the Technical Committee for discussion. The AECOM team will prepare information to help convey the scenarios in an understandable way, including how they compare to the Norfolk/Virginia Beach JLUS scenarios.

<table>
<thead>
<tr>
<th>Scenario Description*</th>
<th>Tailwater Level (feet NAVD88)</th>
<th>24-Hour Rainfall (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Present-day 1-year return period (RP) river level, with no rainfall (i.e. “sunny day tidal flooding”)</td>
<td>2.8</td>
<td>0.0</td>
</tr>
<tr>
<td>2. Present-day 1-year RP river level, with present-day 10-year RP, 24-hour Type II rainfall</td>
<td>2.8</td>
<td>6.2</td>
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<tr>
<td>3. Present-day 1-year RP river level + 1.5 feet of Sea Level Rise, with present-day 10-year RP, 24-hour Type II rainfall</td>
<td>4.3</td>
<td>6.2</td>
</tr>
<tr>
<td>4. Present-day 1-year RP river level + 3.0 feet of Sea Level Rise, with present-day 10-year RP, 24-hour Type II rainfall</td>
<td>5.8</td>
<td>6.2</td>
</tr>
<tr>
<td>5. Present-day 1-year RP river level + 1.5 feet of Sea Level Rise, with future (2050-2080) 10-year RP, 24-hour Type II rainfall</td>
<td>4.3</td>
<td>6.8</td>
</tr>
<tr>
<td>6. Present-day 1-year RP river level + 3.0 feet of Sea Level Rise, with future (2050-2080) 10-year RP, 24-hour Type II rainfall</td>
<td>5.8</td>
<td>6.8</td>
</tr>
</tbody>
</table>

*see bullets 1. and 2. below for additional detail

1. River levels (tide and storm surge)

The 1-year RP frequency water level values around the project shorelines are to be established and will be confirmed by the Technical Committee. Elevations are likely to vary somewhat along the waterways and shorelines. Data sources include: NOAA tide gauges (limited to 2 or 3 points only), CARSWG (limited to DoD installations only), and USACE NACCS study data points (available all around the project shorelines). Technical Committee meeting materials can present the range for Committee discussion and agreement. The value in
the table above is the current 1-year return period value at the Sewells Point NOAA tide station, and it is similar to the minor tidal flooding level used in the Norfolk and Virginia Beach JLUS.

The rationale for using a defined frequency (based on annual probability, expressed as “return period”) is that a primary benefit of the JLUS analysis will be to estimate the frequency – in a given year or some other defined period of time – when access to various facilities and corridors is likely to be blocked by flooding. Put another way, using input conditions for river level and rainfall that can be tied to a certain frequency of occurrence will allow the JLUS team to estimate how often the level of service of assets and roadways will be impaired by flooding, which will help to prioritize solutions.

2. Rainfall values

Present-day and future rainfalls will be those recommended in the May 2019 edition of the City of Virginia Beach, Dept. of Public Works, Draft Design Standards Manual, Section 8.3.2 (Table VIII-1). These values were developed by the City of Virginia Beach and their consultants, to reflect the fact that measured rainfall statistics show higher rainfall intensities than those published in NOAA Atlas 14 and to incorporate anticipated increased future rainfall intensities.

Note that both cities’ scopes of work for stormwater modeling include more than one return period for rainfall events. Team should consider what additional rainfall amounts (higher or lower than the base 10-year frequency amount) would be good to include in the study.

Tim Hare suggested an idea of potentially using a range versus a specific number for future rainfall levels. The AECOM team would need to better understand how this could work and if the outputs would be compatible with the overall JLUS analysis and scope of work. Concerns exist about how range outputs would be used to do vulnerability analyses and other elements of the JLUS analysis.

Next Steps

<table>
<thead>
<tr>
<th>Task</th>
<th>Lead</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AECOM and Moffatt and Nichol to coordinate with Arcadis to confirm various model logistics and assumptions about how to capture and document surface flooding, various hydraulic parameter assumptions, and how water level and surface flooding results will ultimately be delivered in a way that can be pulled into the JLUS’s project’s GIS layers for mapping and analysis</td>
<td>AECOM to set up coordinating call</td>
<td>Next call TBD</td>
</tr>
<tr>
<td>AECOM to hold call with Chesapeake to confirm model assumptions</td>
<td>AECOM to set up call</td>
<td>Tentatively 8/16/19</td>
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<tr>
<td>Develop summary PPT to describe recommended flood scenarios (for distribution before and discussion at next Technical Committee meeting)</td>
<td>AECOM Team</td>
<td>August</td>
</tr>
</tbody>
</table>

Attendees:

Ben McFarlane, HRPDC
Andrea Sweigart, AECOM
Seshadri Iyer, AECOM
Mike Sabon, AECOM
Brian Joyner, Moffat and Nichol
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Attachment 7A
1.0 INTRODUCTION

This document serves as the Public Engagement Strategy for the Hampton Roads Region - Chesapeake and Portsmouth Joint Land Use Study (JLUS). The JLUS seeks to create a long-term planning partnership that protects the quality of life in the participating local communities and enhances the military missions associated with the various military installations in the study area. The study will emphasize ways to promote coordination and compatible growth; understand the economic impact of the installations; and preserve critical civilian and Department of Defense capabilities and assets. The JLUS will look at various factors associated with land use and development, transportation, parking, recurrent flooding, and sea level rise that have the potential to create challenges for military readiness.

The JLUS is a community-driven, cooperative process among the cities of Chesapeake and Portsmouth, the Commonwealth of Virginia, and Navy installations in both cities: Naval Support Activity (NSA) Hampton Roads – Portsmouth Annex (Naval Medical Center Portsmouth); Naval Station Norfolk – Navy Supply Center (NSC) Craney Island Fuel Terminal; Naval Support Station Norfolk Naval Shipyard (NNSY); and Norfolk Naval Shipyard associated properties including The Village at New Gosport and Stanley Court, Scott Center Annex, and South Gate Piers, and St. Julien's Creek Annex. The Hampton Roads Planning District Commission (HRPDC) is serving as the primary project sponsor.

Per the contract, the overall schedule for the study currently extends to March 31, 2020 but will likely be extended to December 31, 2020 to accommodate additional analyses requested by the JLUS partners. An extension of the schedule could affect proposed dates for meetings in later phases of the project.

This study involves multiple stakeholders, both public and private sectors, with varied needs. The public engagement strategy will engage stakeholders from the military, maritime, economic development, municipal, regulatory, environmental, and civic communities. It is imperative that the public engagement strategy for the JLUS be transparent, robust, and inclusive.

This document outlines an array of tools that will be utilized to engage the public during the planning process, including:
- HRPDC Facebook Social Media
- HRPDC Project Website
- Locality websites
- 2 Fact Sheets
- 48 Stakeholder Interviews
- 9 Public Meetings
- 3 Press Releases (1 per public meeting series)
- Policy Committee (5 meetings)
- Technical Committee (7 meetings)
- 3 Print Ads (1 per meeting series)

These tools will be integrated and leveraged to reach the greatest number of stakeholders and citizens possible. We will provide every reasonable opportunity for public input throughout the JLUS process.

Desired Engagement Strategy Outcomes
- A more informed public
- Timely updates via social media and project webpage
- Transparent communication and project updates
- Timely responses to inquiries from the media and the public
- Documentation of all public input, media coverage and opportunities for engagement in the final JLUS document
2.0 STAKEHOLDER MANAGEMENT

The AECOM team will manage an overall stakeholder list including members of the Technical Committee, Policy Committee, government officials, and the client project team. The lists will be maintained in Microsoft Excel spreadsheet format and will include the name, organization, title, email, and telephone number for each stakeholder. The list will be updated as needed as committee members are added or removed. It will be used as a distribution list for the issuance of email blasts.

**Media and Public Relations**

The team will advise HRPDC communications staff to book public affairs programs on local media outlets such as WAVY TV’s The Hampton Roads Show and the cable access programs that Chesapeake and Portsmouth conduct, as well as city blogs. We will advise and collaborate with the military installations’ Public Affairs Officers (PAOs) to identify opportunities for Navy personnel/HRPDC staff to attend events, speak to personnel (civilian and uniformed), and contribute content to their respective channels of communications – military publications, email blasts, etc.

HRPDC will serve as the official point of contact for all media-related inquiries.

**Media Clippings**

The team will utilize Google Alerts to monitor relevant media coverage and will compile news clippings in a monthly report for AECOM to present to HRPDC at the appropriate time.

3.0 STAKEHOLDER MEETINGS

The planning effort will include a series of 48 stakeholder interviews to collect relevant data, insights, and suggestions for topics that should be addressed as part of the JLUS.

HRPDC will take the lead on developing a stakeholder list, in consultation with the JLUS partners and AECOM. The list should be finalized no later than May 24, 2019 so there is ample time for the invitation letter to be sent by HRPDC for June and July interviews. The Policy and/or Technical Committee will approve the list of stakeholders. The AECOM team will secure suitable meeting locations for the stakeholder interviews that are located in Portsmouth and Chesapeake near the study areas and have easy access and ample parking.

Input from the interviews will provide an initial understanding of issues and common themes that will be reviewed with the JLUS committees and can be incorporated into the first round of public meetings.

The AECOM team will be the primary booking point of contact with secondary support provided by HRPDC. We recommend that HRPDC develop and issue a form letter to officially invite participants to the interview at least 30 days in advance. We will provide a sample letter to HRPDC to consider for use in the invitation and will also provide a summary of ‘how to prepare’ to all invitees. The AECOM team will provide regular updates to HRPDC as the interview schedule is solidified.
4.0 PUBLIC MEETINGS

The JLUS process will include three series of public meetings, with each series consisting of 3 meetings (for a total of nine public meetings). The topics covered at each public meeting will be confirmed by the Technical Committee.

Public Meeting Series #1 – Proposed topics include introduction and purpose of the JLUS, overview of the JLUS partners and committee structure, and preliminary findings of what we heard during the stakeholder interviews. The public will have an opportunity to review and validate the findings and/or identify other issues and opportunities. This meetings series is anticipated to occur during Phase 2 of the project.

Public Meeting Series #2 – Proposed topics for this meeting series include review of findings from the land use, transportation and parking, and flooding analyses and identification of potential strategies for consideration in the Draft Study. This meetings series is anticipated to occur during Phase 4 of the project.

Public Meeting Series #3 – Proposed topics for this meeting series include a review of the recommendations presented in the Draft Study. This meetings series is anticipated to occur during Phase 5 of the project.

The timing of all public meetings will be influenced by local government calendars and availability of suitable venues. The HRPDC will be responsible for confirming meeting date suitability with the JLUS partners.

It is recommended that the first public meeting series is held in the fall of 2019. We recommend the week of November 12-14, 2019 to allow the team adequate time to review preliminary information with the Technical Committee prior to public engagement. This window occurs after the Veteran’s Day holiday and does not conflict with statewide elections happening earlier in the month of November.

The second and third public meeting series dates will be determined based upon the progress of Phase 3 and 4 and feedback from the Technical and Policy committees. It is estimated they would occur in the summer and fall of 2020.

To promote the meetings, the AECOM team will employ the following strategies in an effort to encourage attendance:

• Draft a total of three press releases announcing the series of three public meetings – estimated to occur in fall 2019, summer 2020 and fall 2020, respectively. HRPDC staff and the AECOM team will disseminate the press releases to its media and JLUS stakeholder lists as well as to city and JLUS partner Administrators/PAOs.

• Prepare one print advertisement per meeting series (3 total ads) to be placed in the Chesapeake Clipper and the Portsmouth Bridges supplements of The Virginian-Pilot. Each ad would cover information about the three meetings within the series.

• Communications staff from HRPDC, Navy, and the localities will post announcements on their respective social media platforms and websites. The AECOM team will provide information to these groups for dissemination.

• Draft and issue a Public Service Announcement in advance of each public meeting series.

• Issue two email blasts in advance of each public meeting series directed to the internal and external stakeholder lists. Blasts will occur two weeks and one week prior to the date of each public meeting series. The email blasts will entail:
  - Collaboration with each city’s communication and marketing staff and Navy Public Affairs Officers to disseminate press releases and meeting notices via their website and existing social media platforms.
Use of existing databases from the City of Portsmouth's poverty study and collaboration with the Portsmouth Redevelopment and Housing Authority to reach public and senior housing residents.

- Working with civic and faith-based organizations from the City of Portsmouth's Build One Portsmouth stakeholders and existing database of the AECOM team. A partial list of those groups include:
  - Park View Civic League
  - Camelot Civic League
  - Cradock Civic League
  - National Association for the Advancement of Colored People (NAACP)
  - Elizabeth River Project
  - Faith-based organizations
  - Olde Towne Civic League
  - Churchland Civic League
  - Port Norfolk Civic League
  - Portsmouth Partnership
  - Hampton Roads Chamber – Portsmouth and Chesapeake boards
  - Portsmouth Development Authority
  - Chesapeake Development Authority
- Collaboration with Elizabeth River Project to reach the environmental community by providing content for them to post on their social media platforms.
- Collaboration with Portsmouth Public Schools and PTA to reach youth by providing content for them to post on their social media platforms and announce at their PTA meetings.

The AECOM team will advise the Technical Committee on meeting locations that have appropriate A/V resources, seating, parking, access to transit, and proximity for the public in each respective city.

The AECOM team will prepare sign-in sheets, comment forms, questionnaires, and agendas for all public meetings and will manage the sign-in of all participants. AECOM will prepare a meeting summary including sign-in sheets, photos, public input collected during the meeting, and statistics regarding attendance. The summary will be submitted in draft form to HRPDC and the Technical Committee for review.

5.0 SOCIAL MEDIA AND WEBSITE PRESENCE

The social media and website strategy aims to leverage existing platforms of the HRPDC, localities and Navy. The HRPDC will host and manage a JLUS webpage that will contain information about the project process, partners, schedule, methods for input, and materials that are produced and available for review. We recommend that the page goes live after the Policy Committee meeting in May 2019.

The AECOM team will work closely with HRPDC communication staff to keep the HRPDC website and Facebook page current. The AECOM team will provide new content as needed and HRPDC staff will be responsible for managing the website and Facebook page with updates.

We recommend that the Navy and the Cities of Chesapeake and Portsmouth post links to their respective websites on social media platforms.

We also recommend that HRPDC consider establishing a dedicated project email address that can be used on social media platforms and all printed materials that will be distributed to the public.
6.0 COMMITTEE ROLES

The JLUS will be guided by two committees that will meet periodically during the process:

Policy Committee – Policy Committee members consist of primarily elected officials, city managers, and military installation senior active duty representatives. We anticipate holding five meetings with this committee to obtain key decision-making inputs. This group will ultimately be asked to endorse the plan. They also will be asked to:

• Assist with disseminating JLUS information to their constituents
• Identify stakeholders who should be interviewed
• Direct their communications staff to post links and meeting notices on their social media platforms
• Provide key decision-making regarding plan priorities and strategies
• Monitor the implementation and adoption of policies and strategies

Technical Committee – Technical Committee members include city department heads and staff, Navy Region Mid-Atlantic staff, installation planners, and other city staff that provide technical information and guidance to the AECOM team. We anticipate seven meetings with this committee. They also will be advised to:

• Advise the Policy Committee on JLUS-related decisions
• Provide relevant data to the AECOM team
• Notify the AECOM team of any regulatory matters germane to the JLUS process
• Identify/validate critical compatibility issues for analysis
• Assist in the development and evaluation of compatibility criteria and solutions/tools
• Review analyses and provide guidance and review of draft materials
• Serve as liaisons to other department staff

Due to the size of the Technical Committee, it is recommended that each locality appoint a Technical Committee primary POC to aid in decision-making and facilitate review of materials across city departments, as applicable. This core team should comprise one point of contact each from Chesapeake, Portsmouth, and the Navy (regional level), in addition to the HRPDC project manager. This team will ensure that each partner is reviewing and providing consolidated comments in a timely manner. This will also help ensure that any de-conflicting of comments within a single partner group occurs prior to reaching the full committee.

7.0 HRPDC TEAM SUPPORT

The following engagement elements will be led by HRPDC:

• Media relations point of contact
• Development of stakeholder list
• Dissemination of press releases for public meetings
• Development and management of JLUS HRPDC webpage and Facebook page
• Development and management of a project email to be posted across all communication platforms
• Scheduling of all Policy and Technical Committee meetings (handle logistics)
• Scheduling of all public meetings
• Coordination with Technical Committee Management Team
Who is part of the JLUS?
The Joint Land Use Study (JLUS) is a cooperative process among the Cities of Portsmouth and Chesapeake, the Commonwealth of Virginia, and several Navy installations in South Hampton Roads: Naval Support Activity Hampton Roads – Portsmouth Annex; Navy Supply Systems Command Fleet Logistics Center Norfolk, Craney Island Fuel Depot; Norfolk Naval Shipyard and Norfolk Naval Shipyard associated properties including St. Juliens Creek Annex, South Gate Annex, Scott Center Annex, the Village at New Gosport, and Stanley Court. The Hampton Roads Planning District Commission (HRPDC) is the primary project sponsor.

Why is the JLUS important?
The JLUS is funded by a grant from the Department of Defense (DOD), Office of Economic Adjustment (OEA) and from local match contributions of participating jurisdictions. OEA provides grant assistance to state and local governments to mitigate or prevent incompatible activities that are likely to impair the long-term sustainability and operational utility of the military installation complex.

A major goal of the JLUS is to protect our investment in national defense, as well as the positive economic impacts created by the DOD, and the Navy specifically, to the region and the localities. The Navy’s direct economic impact on the Hampton Roads area in 2017 was approximately $13.4 billion¹ and the DOD is the largest employer in the City of Portsmouth.²

What is the outcome of the JLUS?
The goal of JLUS is to identify and implement measures that prevent the introduction of incompatible civilian development, or other related impacts, that may limit the ability of the Navy to conduct operations. The plan focuses mostly on preventing future land use conflicts, but also encourages investment in the community, especially in areas that will not interfere with military activities. The JLUS is an advisory document.

¹ Navy Region Mid-Atlantic Hampton Roads Area FY 2017 Economic Impact Report  

² Virginia Employment Commission, Virginia Community Profile, Portsmouth City, November 4, 2017  
https://www.portsmouthva.gov/DocumentCenter/View/3556/Virginia-Community-Profile?bidId=

What is the Purpose of the JLUS?
The JLUS seeks to create a long-term planning partnership that protects the quality of life in the local communities and enhances the military missions associated with each installation. Navy facilities in Portsmouth and Chesapeake can face several impacts from the surrounding communities including transportation impacts (such as congestion, existing and planned capital improvements, facility access, gate security, parking, and rail operations), stormwater management, waterway management, land use conflicts, and residential, commercial, and industrial encroachment impacts. Nuisance and storm surge flooding can have major impacts on Navy operations by obstructing access and damaging local infrastructure on which military facilities rely. This JLUS will help identify specific conditions and develop mutually beneficial recommendations to address these issues.

How can I obtain more information?
The JLUS process was initiated in May 2019 and is expected to be completed by the spring of 2021. The planning process includes three series of public meetings with the first meeting series scheduled as follows:

- November 13, 2019 // 6-8 PM // LOCATION TBD
- November 14, 2019 // 10 AM-12 PM // LOCATION TBD
- November 14, 2019 // 6-8 PM // LOCATION TBD

Please visit the project website below for more information about the process, schedule, and methods for input or contact Mr. Ben McFarlane, Senior Regional Planner, at the HRPDC.

https://www.hrpdcva.gov/departments/joint-land-use-studies/portsmouth-chesapeake-joint-land-use-study/

757-420-8300  
bmcfarlane@hrpdcva.gov

This document was prepared under contract with the Hampton Roads Planning District Commission (HRPDC), with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of the HRPDC and does not necessarily reflect the views of the Office of Economic Adjustment.
**Who is part of the JLUS?**

The Joint Land Use Study (JLUS) is a cooperative process among the Cities of Portsmouth and Chesapeake, the Commonwealth of Virginia, and several Navy installations in South Hampton Roads: Naval Support Activity (NSA) Hampton Roads – Portsmouth Annex; Navy Supply Systems Command (NAVSUP) Fleet Logistics Center Norfolk (FLCN), Craney Island Fuel Depot; Norfolk Naval Shipyard (NNSY), and NNSY associated properties including St. Julien’s Creek Annex, South Gate Annex, Scott Center Annex, the Village at New Gosport, and Stanley Court. The Hampton Roads Planning District Commission (HRPDC) is the primary project sponsor.

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**What is a Joint Land Use Study?**

The JLUS seeks to create a long-term planning partnership that protects the quality of life in the local communities and enhances the military missions associated with each installation. Navy facilities in Portsmouth and Chesapeake can face several impacts from the surrounding communities including transportation impacts (such as congestion, existing and planned capital improvements, facility access, gate security, parking, and rail operations), stormwater management, waterway management, land use conflicts, and residential, commercial, and industrial encroachment impacts. Nuisance and storm surge flooding can have major impacts on Navy operations by obstructing access and damaging local infrastructure on which military facilities rely. This JLUS will help identify specific conditions and develop mutually beneficial recommendations to address these issues.

**Why is the JLUS important?**

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**What is the outcome of the JLUS?**

The goal of JLUS is to identify and implement measures that prevent the introduction of incompatible civilian development, or other related impacts, that may limit the ability of the Navy to conduct operations. The plan focuses mostly on preventing future land use conflicts, but also encourages investment in the community, especially in areas that will not interfere with military activities. The JLUS is an advisory document.

**How can I participate or obtain more information?**

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- November 14, 2019 // 10 AM-12 PM // LOCATION TBD
- November 14, 2019 // 6-8 PM // LOCATION TBD


For more information, please contact

**Mr. Ben McFarlane**, Senior Regional Planner, HRPDC

757-420-8300 or [bmcfarlane@hrpdcva.gov](mailto:bmcfarlane@hrpdcva.gov).

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1 Navy Region Mid-Atlantic Hampton Roads Area FY 2017 Economic Impact Report

2 Virginia Employment Commission, Virginia Community Profile, Portsmouth City, November 4, 2017

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