



**Central Virginia Planning  
District Commission**  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
Office: (434) 845-3491  
cvpdc.org

**Central Virginia Planning District  
Commission Regular Meeting Minutes – Draft  
January 16, 2026 @ 5:00 PM  
Meeting Location: CVPDC Offices  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504**

**Members Present:**

Wynter Benda, City of Lynchburg  
Reggie Bennett, Town of Altavista  
Jeremy Bryant, Amherst County  
Michael Campbell, Town of Appomattox  
Richard Conner, Town of Appomattox, Vice-Chairman  
Curt Diemer, City of Lynchburg  
Robert Hiss, Bedford County  
Craig Hughes, Town of Brookneal  
Tom Lawton, Campbell County  
Frank Rogers, Campbell County  
Gary Shanaberger, Town of Altavista  
John Sharp, Bedford County  
Nathan Simpson, Appomattox County  
Dwayne Tuggle, Town of Amherst, Chairman

**Members Joining Virtually:**

Sara McGuffin, Town of Amherst, Treasurer

**Staff Present:**

Alec Brebner  
Sandy Dobyms  
Kelly Hitchcock  
Hannah Mitchell

**Others Present:**

Chris Chittum, Short Elliott Hendrickson  
Sarah Hamlett Blackwell, Mayor of the Town of Pamplin City  
John Spencer, Appomattox County

**1. Welcome and Introduction of New Members**

Chairman Dwayne Tuggle called the meeting to order at 4:59 p.m. and welcomed the board and guests. He introduced a new member, Nathan Simpson, of the Appomattox County Board of Supervisors.

**2. Special Guests**

Tuggle introduced two special guests: Sarah Hamlett Blackwell, Mayor of the Town of Pamplin City; and Chris Chittum, Planner with Short Elliott Hendrickson.

**3. Consideration of Requests for Electronic Participation**

Richard Conner moved to approve electronic participation. Michael Campbell seconded the motion. The motion passed unanimously.

**4. Meeting Minutes: Regular Meeting, November 20, 2025**

Frank Rogers moved to approve the November 20, 2025, minutes as presented. Richard Conner seconded the motion. The motion passed unanimously.

**5. USDOT BUILD Grant Applications**

Alec Brebner reported that Amherst County and the City of Lynchburg are each requesting a resolution of support for their BUILD grant applications. Both improvement projects are within the high-injury network identified in the Safe Streets for All Plan adopted by the commission on November 20, 2025. Upon questioning, Brebner confirmed that the resolutions do not include any financial commitments from the PDC.

Richard Conner moved to adopt a resolution of support for Amherst County's USDOT BUILD application and a resolution of support for the City of Lynchburg's USDOT BUILD application. Robert Hiss seconded the motion. The motion passed unanimously.

**6. US EPA Brownfields Community-Wide Assessment Grant**

Brebner recounted the \$500,000 US EPA Brownfields Assessment Grant awarded to the CVPDC in 2022. The funds covered Phase 1 and Phase 2 site remediation projects and planning grants for polluted or hazardous properties.

Kelly Hitchcock introduced Mayor Blackwell and described the Phase 1 assessment that the CVPDC funded through the Brownfields award. Blackwell stated that the \$10,500 Phase 1 assessment resulted in a \$150,000 grant for a Phase 2 assessment and market study, as well as an EPA Water Technical Assistance Grant. The town has applied for a \$2.1 million grant to complete the project. Blackwell thanked the commission for the \$10,500 assessment, the assistance, and the extension of the High Bridge trail, which offered many commercial opportunities.

The application for the next round of Brownfields funding is due on January 28, 2026. Brebner requested authorization from the commission to proceed with the application for a \$500,000 US EPA Brownfields grant, with no match requirement.

Michael Campbell moved to proceed with the application for a \$500,000 US EPA Brownfields grant. Robert Hiss seconded the motion. The motion passed unanimously.

## **7. Annual Leave Adjustment for Deputy Director of Planning**

Brebner recognized the work of Kelly Hitchcock, Deputy Director of Planning. Though outside of typical policy, he proposed paying out her unused annual leave, amounting to \$508.76.

John Sharp moved to pay out \$508.76 to Kelly Hitchcock for her 2025 unused annual leave. Jeremy Bryant seconded the motion. The motion passed unanimously.

Sharp and Rogers recommended policy modification to allow staff to decide whether to pay out remaining annual leave up to a certain amount.

## **8. Organizational Reports**

### **a) Financial Report**

Sandy Dobyms presented the July through November 2025 financial report and stated that there were no unusual costs. She noted that the report does not contain notable revenue because grant funding is billed quarterly.

### **b) Executive Director's Report**

Brebner stated that the process to create the Central Virginia Comprehensive Economic Development Strategy (CEDS) recently began with an orientation steering committee meeting. Short Elliott Hendrickson is the consultant team for the project. Planner Chris Chittum explained that the project will use each locality's economic or comprehensive plans to create an overall regional strategy. The plan will be presented to the commission for review in September. Then, it will be submitted to the US EDA so the region may be designated as an Economic Development District and qualify for additional funding.

Brebner next stated that staff and consultants from Timmons Group recently began creating the updated Central Virginia Long-Range Transportation Plan. The plan will establish regional transportation policies and priorities, considering future needs.

Brebner also described the Central Virginia Hazard Mitigation Plan, which recently started. The project will result in a comprehensive resiliency plan for managing and responding to natural and man-made disasters.

Brebner described how each of these projects fits together, promoting chances at funding. Hitchcock noted that staff will make every effort to respect stakeholders' time and educate the public about each project.

## **9. 2026 Meeting Schedule**

Regular meeting schedule: 5:00 p.m. on March 19, May 21, July 16, September 17, and November 19 in 2026, plus January 21, 2027.

Executive Committee budget meeting: 1:00 p.m. on Thursday, April 9, 2026.

**10. Other Business and Regional Roundtable**

Richard Conner announced Appomattox’s recent Workforce Housing Improvement Project (WHIP) \$400,000 grant to reclaim a site and expand housing. Brebner noted that VCDC also received \$250,000 from the same program for Lynchburg housing along 5<sup>th</sup> Street.

Conner thanked staff for the informative data center event the previous day.

Brebner spoke of the December housing meeting with Senator Cifers and Delegate Walker and thanked officials for attending.

Brebner described a conversation with the Pew Charitable Trust about the region’s housing efforts. The organization requested that local elected officials consider bylining or co-bylining an op-ed about housing supply. Brebner will connect interested officials with the organization.

**11. Adjournment**

Michael Campbell moved to adjourn the meeting. Richard Conner seconded the motion. The motion passed, and the meeting adjourned at 5:40 p.m.

X \_\_\_\_\_  
Signature attest

\_\_\_\_\_  
Date