

Northumberland County Economic Development Commission

Meeting: February 20, 2023

6-8 pm

1. Roll Call
2. Agenda Review
3. Discovery Session - Virginia Economic Development Partnership (VEDP)
4. Review of Meeting Notes: January 2024 meeting
5. Orientation Information
6. Strategic Plan discussion
7. Commissioners' Corner
8. Executive Director Items
9. County Administrator Corner
10. References
  - A. budget request
  - B. ARPA tourism projects status report
  - C. Citizen input
11. New Business
12. Adjournment

## PERMITS REPORT COMPARISON SHEET

January 2024

Type of Structure	2024	2023
Dwelling	4	3
Modular Home	0	0
Double Wide	0	0
Mobile Home	0	0
Camper/RV	0	0
Additions/Decks	4	4
Remodel/Repair	8	13
Garage/Carport	3	4
Shed (Barn) (Accessory Bldgs)	4	2
Plumbing	17	13
Electrical	33	38
Mechanical	36	30
Zoning	21	16
Solar	3	0
STR	50	0
Storm water Plans	4	3
Zoning-Pier	3	0
Land Disturbing	13	7
Chimney/Flue	0	0
Swimming Pool	1	3
Permit Renewal	0	0
Boathouse	0	0
<b>TOTAL CONSTRUCTION COST FOR THE MONTH</b>	<b>\$4,345,436.12</b>	<b>\$5,308,069.25</b>
<b>TOTAL BUILDING PERMIT COST FOR THE MONTH</b>	<b>\$9,938.28</b>	<b>\$8,782.44</b>
<b>TOTAL ZONING PERMIT COST FOR THE MONTH</b>	<b>\$6,065.00</b>	<b>\$1,390.00</b>
<b>TOTAL LEVY FEE FOR THE MONTH</b>	<b>\$198.76</b>	<b>\$172.63</b>
<b>TOTAL CONSTRUCTION COST YEAR TO DATE</b>	<b>\$4,345,436.12</b>	<b>\$5,308,069.25</b>

**From:** karenannepica

**Sent:** Tuesday, January 30, 2024 7:14 PM

**To:** 'Mary Dodson' <mdodson@co.northumberland.va.us>

**Cc:** 'Drew Basye' <dbasye@co.northumberland.va.us>; 'Robert Bullard' <rbullard@co.northumberland.va.us>

**Subject:** Economic Development Commission 2025 Budget Request

Mary – please find attached the EDC budget submission, explanation letter, and another supporting attachment.

In the budget request, we offer suggestions to support a neutral request and also express the need for some information that perhaps the County has. Should you have any questions or require additional information, please let us know.

Thank you

Karen

K. Pica, PhD

Chair and District IV Commissioner

Northumberland County Economic Development Commission

January 30, 2024

Mr. Luttrell Tadlock  
County Administrator  
Northumberland County

Administrator Tadlock:

Attached is the Northumberland County Economic Development Commission's (EDC) budget submission. Our submission is a revenue-neutral solution that will support County priorities for development while increasing data and information available to the EDC on visitors to the county. Moreover, this budget submission aligns with key areas on which we will focus on for 2024 and 2025.

The source for the funds we request will come from the savings obtained in wages deferred by three (3) commissioners and by re-purposing economic development funds currently provided to the Chamber of Commerce. The EDC has reached out to the Chamber requesting several meetings, representation at EDC meetings, to find out when their inactive website will be operational, and request collaboration during our revision of the EDC strategic plan. Attached is the most recent response we have received from the Chamber.

Our strategy affords us the opportunity to focus on (1) increasing tourism and associated revenue, (2) enhancing workforce development and employment opportunities, and (3) invigorating engagement among businesses and the school. The EDC is completing actions on the ARPA tourism funding projects and has identified potential projects that would benefit from this budget submission, complement the ARPA efforts, increase awareness of County events and businesses, and provide new opportunities for local entrepreneurs or businesses.

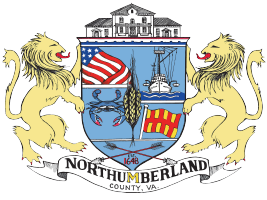
Please let me know if you have any questions or require additional information on this submission.

////////signed Karen A Pica, January 30, 2024//////////

Karen A. Pica, PhD  
Chair and District IV Commissioner  
Northumberland County Economic Development Commission

Attachments: Budget Spreadsheet, Chamber of Commerce email response

	A	B	C	D	E	F	G	H
1								
2		<b>Budget Request Form FY25</b>						
3		<b>8105 Economic Development</b>						
4								
5		<b>Description of Element</b>						
6			<b>Approved Budget</b>	<b>Approved Budget</b>	<b>Approved Budget</b>	<b>2024-2025 Budget Request</b>	<b>(Decrease) Over</b>	
7								
8			<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>Request</b>	<b>2023-2024</b>	<b>Explanation of Increase/Decrease</b>
9								
10	<b>1003</b>	Wages Part-time	-	-	3,000	1,200	(1,800)	Calculated by the County Admin. Office/ any request can be noted . Three EDC Commissioners have opted out of payments. Shift \$1800 from wages to make available for purchases to support priorities
11								
12	<b>2001</b>	Fica	-	-	230	-	(230)	Calculated by the County Admin. Office
13								
14	<b>5504</b>	Travel/Convention & Edu.	-	-	-	-	-	
15								
16	<b>5606</b>	Economic Dev. Comm.	12,000	12,000	12,000	15,600	3,600	Fund increase by shifting funding from Chamber of Commerce (\$150 per month for website maintenance = \$1800, website has not been active since Jul 2022
17								
18		<b>Activity Totals</b>	<b>12,000</b>	<b>12,000</b>	<b>15,230</b>	<b>16,800</b>	<b>1,570</b>	
19								
20		priority projects for NoCo EDC include a QR code and app that can be used to support tourism, advertising placement of code, establishment and maintenance of social media, and management of website and business roster information						To remain cost-neutral, shift resources for economic development currently assigned to the Chamber of Commerce. Retain flexibility in Chamber funding to allow for rent to be paid to a new location for the Burgess visitor center. EDC requests data on Chamber visitor's centers in order to analyze opportunities. Should this request be made to the Chamber or does the County have such data as part of an annual report provided by the Chamber?



County of Northumberland  
Monthly Report/Project Update to the Board of Supervisors

Department Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Additional and /or Support Materials Attached: Yes  No

Actions Undertaken:

Large empty rectangular area for reporting actions undertaken.

Pending Actions:

Empty rectangular area for reporting pending actions.

Decisions Needed:

Empty rectangular area for reporting decisions needed.

Attachments:

Large empty rectangular area for listing attachments.

**karenannepica@yahoo.com**

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**Subject:** collaboration with Chamber and EDC

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**From:** dalemke@  
**Sent:** Wednesday, December 20, 2023 3:01 PM  
**To:** karenannepica  
**Subject:** RE: collaboration with Chamber and EDC

Karen

I just wanted to let you know that I was able to consult with the Chamber officers and we feel that it is very important to maintain a good relationship with both our organizations. Good working relations ultimately help both of us and the county which is most important. During our discussions, we feel that 2030 is just too distant for us. We are all nearing retirement, ready to retire or past it - like me. I am 76 and have been with the Chamber since 1995 and we need new people.

First, I want to address your question about paid employees, our organizations are different. Your organization is a function of the county and any salaries are determined by the county government. We are a private organization, but we do have a relationship with county. Some years ago, the county and the chamber decided what would be best for the County Government and the chamber.

The decision was made to have the Chamber administer the County Visitor's Center. The county would fund that operation and the chamber would supply an office and take care of all of the responsibilities needed.

As a result, the County gives us a stipend to run the Visitor's Center. It has worked well for both organizations as the Chamber and County now has two Visitor's centers, one in Callao and one just South of Burgess at 901 Jesse DuPont Hwy.

For the Chamber, it gets money from 3 Sources, the County, Member Dues and the Chamber Guide. Essentially the Chamber uses its money for rent supplies necessities etc. to include payments to its members based on expenses and time those individuals' incurred costs.

We would like to see your plans when you get them finished and invite you or your representative to our first Director's meeting shortly after the new year. This will enable us to work together and be more effective.

Doug Lemke

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**From:** [karenannepica](mailto:karenannepica)  
**Sent:** Sunday, December 17, 2023 6:45 PM  
**To:** [dalemke](mailto:dalemke)  
**Cc:** 'Paul Kaufman' >; 'JANE WOODLE' <>; 'Cheryl Kaufman' >; [m.haynie](mailto:m.haynie); 'Holly Wargo' 'Charles Williams' <'Robert Bullard' <[rbullard@co.northumberland.va.us](mailto:rbullard@co.northumberland.va.us)>>  
**Subject:** RE: collaboration with Chamber and EDC

The end date for the strategic plan is 2030, that is correct. There will be annual goals and annual actions plans for each year. Thank you for letting me know and if the Chamber will not yet be in a position to partner, please just let me know so we can adjust.

Thank you Doug  
Karen

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**From:** [dalemke](#) <  
**Sent:** Friday, December 15, 2023 12:10 PM  
**To:** [karenannepica](#)  
**Cc:** 'Paul Kaufman' <[paul](#)>; 'JANE WOODLE' <>; 'Cheryl Kaufman' <>; [m.haynie](#); 'Holly Wargo' >; 'Charles Williams' <  
**Subject:** RE: collaboration with Chamber and EDC

Karen

We received your email and we will discuss the matters among us that we think are pressing. I do have one question so I can be sure, you wrote 2030. Is that your target?

Doug

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**From:** [karenannepica](#) <  
**Sent:** Thursday, December 14, 2023 12:17 PM  
**To:** [dalemke](#)  
**Subject:** collaboration with Chamber and EDC

Doug – I hope this note finds you well and not too cold. I have recently taken over the role as the Chair of the Economic Development Commission. We are working on the 2030 strategic plan and are hoping we can collaborate with a very active Chamber of Commerce. I understand there is one paid staff position at the Chamber and would like to invite that person to all our EDC meetings so we can grow our relationship.

Can you please let me know who the paid staff is so I can connect with them? Also, do you have an estimate for when the Chamber website will be complete? It has been under construction since August 22 I think and we are looking at options for outreach and communication so just curious.

Thank you for any information you can share.

Karen  
K. Pica, PhD  
Chair and District IV Commissioner  
Economic Development Commission  
Northumberland County, Virginia



**From:** maurice.e.johnson  
**Sent:** Tuesday, February 6, 2024 12:10 PM  
**To:** Robert Bullard <[rbullard@co.northumberland.va.us](mailto:rbullard@co.northumberland.va.us)>  
**Cc:** karenannepica; Melissa Carter ,capt.dan.corder, lspoof  
**Subject:** Re: Fw: Comments on joint supes, planning, and edc meeting

Because of my previous interactions with her, I didn't want to just let her willingness go by. So, I just spent 30 minutes or so talking with Susie Cambria.

I'm encouraged by her obvious want to participate and assist. She has a broad background and understanding of multiple areas throughout our collective interest - A fuzzy description I know. From a private sector perspective, I get a great sense that she's been there done that on many levels and many roles, to include working with the feds in DC on numerous human interest topics.

She's willing to help in any way she can and has the skill set to back it up.

We should plan on engaging here where ever appropriate.

V/R  
Maurice

Sent with [Proton Mail](#) secure email.

On Monday, February 5th, 2024 at 1:39 PM, Robert Bullard <[rbullard@co.northumberland.va.us](mailto:rbullard@co.northumberland.va.us)> wrote:

FYI. Notes from Ms. Cambria from our joint meeting.

Regards,

Bob

ROBERT L. BULLARD  
Executive Director,  
Northumberland County Economic Development Commission  
703-593-1728

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**From:** Susie Cambria  
**Sent:** Sunday, February 4, 2024 2:41 PM  
**To:** James W. Brann <[jwbrann@co.northumberland.va.us](mailto:jwbrann@co.northumberland.va.us)>; Richard F. Haynie <[rfhaynie@co.northumberland.va.us](mailto:rfhaynie@co.northumberland.va.us)>; Charles Williams <[chwilliams@co.northumberland.va.us](mailto:chwilliams@co.northumberland.va.us)>; Alfred Fisher <[acfisher@co.northumberland.va.us](mailto:acfisher@co.northumberland.va.us)>; James M. Long <[jmlong@co.northumberland.va.us](mailto:jmlong@co.northumberland.va.us)>; Stuart McKenzie <[smckenzie@co.northumberland.va.us](mailto:smckenzie@co.northumberland.va.us)>; Robert Bullard <[rbullard@co.northumberland.va.us](mailto:rbullard@co.northumberland.va.us)>; Drew Basye <[dbasye@co.northumberland.va.us](mailto:dbasye@co.northumberland.va.us)>; Luttrell Tadlock <[ltadlock@co.northumberland.va.us](mailto:ltadlock@co.northumberland.va.us)>  
**Subject:** Comments on joint supes, planning, and edc meeting

Good afternoon,

Attached are comments on the joint meeting which took place in January. This is part 1; a memo on part 2 will be sent as soon as I can get through the transcript.

Please let me know if you have any questions.

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Susie Cambria

**Suzanne E. Cambria**

1622 Folly Rd, Heathsville, VA 22473 | (804) 453-3640 | [susie.cambria@gmail.com](mailto:susie.cambria@gmail.com)

**MEMORANDUM**

**TO:** Northumberland County Board of Supervisors  
Northumberland County Economic Development Commission  
Northumberland County Planning Commission  
Supes' and commission staff

**FROM:** Susie Cambria

**DATE:** February 4, 2023

**RE:** Follow-up on joint meeting, part 1

I am writing to follow up on the joint meeting which took place in January. This response contains immediate reactions and thoughts. I will have a second follow-up as soon as I can get through the transcript.

In no order, my thoughts, reactions, recommendations, suggestions:

- The Economic Development Commission (EDC) should set up **committees** to work on issues, using community members and other volunteers and experts to gather information, think about issues raised by the EDC, etc. Data, research, housing, education to employment, and incentives are ones that immediately come to mind.
- The EDC should actively and consistently **involve residents**. This should include
  - Actively and consistently involving/engaging young people, both teens/young adults and twenty and thirty somethings
  - Getting real community input, not just from experts, in real, meaningful ways
  - Use social media to connect with the community. At a minimum, have a Facebook account
  - Better promote EDC meetings
  - Along with agenda, post staff updates, materials to be reviewed/referred to at meetings, etc. *The public should have access to all the handouts distributed before/at meetings*

## Suzanne E. Cambria

1622 Folly Rd, Heathsville, VA 22473 | (804) 453-3640 | [susie.cambria@gmail.com](mailto:susie.cambria@gmail.com)

- **Require businesses of all sizes and types (for profit and nonprofit) doing business in Northumberland County to register** with the county and implement a small biz tax. The purposes are to collect information about what exists, business categories/industries represented; communicate with businesses about opportunities, etc.
- **Build the plane and fly it at the same time.** Meaning do the day-to-day things that will likely not change while you plan and strategize (day-to-day: attend meetings, update the Do. Stay. Eat. map, do more things like the map, get on social media, etc.)
- With the Planning Commission, actively work on addressing **housing** affordability and increasing the housing stock
  - Define affordable, workforce, etc. housing; read [Workforce housing and middle-income housing subsidies: A primer](#) from The Brookings Institution
  - Read and save among others: [Taking Stock of Rural America](#) (Housing Assistance Council) and [Rural Communities and Healthy Housing Primer](#) (PDF) (National Environmental Health Association) ,
  - Connect with rural housing experts such as [Chris Estes](#) at Aspen. (Should you connect with Chris, feel free to tell him I suggested you reach out. He and I were in the same class at Loomis Chaffee.)
- Consider having a **FT staffer for EDC**
- **Focus on place.** [Building resilient rural places: Strategies from local leaders to strengthen rural assets, diversity, and dynamism](#) from Brookings is a good place to start.
- **Create and maintain a resource library** that can be used now and updated for the future. External and internal documents can be uploaded for use by EDC members and staff as well as the public. Examples: ACS reports, newspaper articles, work referred to in this memo, reports from [Wason Center](#), etc.

I'd be happy to chat more about any of these items. My contact info is in the header.