

**A G E N D A**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**WORK SESSION**

**February 4, 2014**

**4:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. BOARD DISCUSSIONS**

1. Methodology and Timeline for the Review of the 2009 Comprehensive Plan
2. Hybrid Sewer Plan

**D. CLOSED SESSION**

1. Consideration of a public contract involving the expenditure of public funds to hire an executive search firm to search for a new County Administrator and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia

**E. ADJOURNMENT – 8 a.m. on February 6, 2014 for Legislative Day in Richmond, VA**

020414bosws-age

## MEMORANDUM COVER

**Subject:** Methodology and Timeline for the Review of the 2009 Comprehensive Plan

**Action Requested:** Shall the Board of Supervisors provide feedback on and endorse the methodology, timeline, and survey for the Comprehensive Plan review?

**Summary:** Section 15.2-2230 of the Code of Virginia states, "at least once every five years the comprehensive plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan." At the May 28, 2013, joint work session, the Planning Commission and Board of Supervisors discussed this upcoming task for the 2009 Comprehensive Plan and provided staff with direction regarding its associated work effort. With this direction in mind, staff has prepared a streamlined review process which allows the County to draft the plan for Planning Commission consideration in approximately 15 months. At the same time, it retains key components of past comprehensive plan reviews in the areas of community participation and plan development which have garnered broad support from the community.

Dr. Susan Willis, Director of the Virginia Tech Center for Survey Research, will be attending the work session to familiarize the Board with the survey process and to answer questions before the survey gets underway. Statistically valid citizen surveys have been an important contributor to the comprehensive plan public engagement efforts since 1995, providing the Community Participation Team (CPT) and staff with an early picture of how a random sampling of citizens across the County feel about a wide range of issues. This information is then used to design and complement the more qualitative follow-up questions during the community participation efforts. A copy of the latest survey questionnaire is attached for the Board's information.

Staff requests the Board's feedback on the methodology, timeline, and survey at the work session. At its November 14, 2013, meeting, the Policy Committee unanimously endorsed the methodology and timeline. At its January 9, 2013, meeting, the Planning Commission recommended approval of the Comprehensive Plan methodology and timeline to the Board of Supervisors. Should the Board endorse the methodology, timeline, and survey questions as listed above, staff will implement those items and work toward scheduling the first CPT meeting in March.

**Fiscal Impact:** None

**FMS Approval, if Applicable:** Yes  No

**Acting County Administrator**

Doug Powell DP

**Attachments:**

1. Memorandum
2. Timeline for Review of the 2009 Comprehensive Plan
3. 2014 Survey Questions
4. Approved Minutes of the November 14, 2013, Policy Committee Meeting
5. Unapproved Minutes of the November 14, 2013, Policy Committee Meeting

**WORK SESSION**

**Date:** January 28, 2014

## MEMORANDUM

DATE: January 28, 2014

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Principal Planner

SUBJECT: Methodology and Timeline for the Review of the 2009 Comprehensive Plan

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Section 15.2-2230 of the Code of Virginia states, "at least once every five years the comprehensive plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan." At the May 28, 2013, joint work session, the Planning Commission and Board of Supervisors discussed this upcoming task for the 2009 Comprehensive Plan and provided staff with direction regarding its associated work effort. The main conclusions were as follows:

- The summary document and transportation study, as products of the Historic Triangle coordinated Comprehensive Plan review, would be endorsed as part of the methodology and used as foundational documents for James City County's comprehensive plan review.
- As the general direction and major policies of the 2009 Comprehensive Plan are expected to remain intact, the focus of the 2009 Comprehensive Plan review should be limited in scope, with a focus on land use, transportation, and economic development.
- In keeping with past comprehensive plan review efforts, public outreach efforts should aim to involve all stakeholders and allow for a variety of input.

With this in mind, staff has prepared a streamlined review process which allows the County to draft the plan for Planning Commission consideration in approximately 15 months. At the same time, it retains key components of past comprehensive plan reviews which have garnered broad support from the community as well as a number of awards, including the following for the 2009 Comprehensive Plan: American Planning Association Virginia Chapter (APA VA) Public Outreach and Engagement Award, National Association of Counties (NACo) Achievement Award for Civic Education and Public Information, APA VA Citizen Leadership Award (Rich Krapf), CPEAV/PlanVirginia award (Jack Fraley), NACo Best Rural Program Award, NACo Achievement Award for Planning category, APA VA Planning Innovation Award, and the Virginia Association of Counties (VACo) Achievement Award for Information Technology.

As reflected on the timeline (Attachment No. 1), the review process can be broken down into two main components that span the review phases from kickoff to consideration and adoption.

#### Community Participation

Continuing with the tradition of the past four plan reviews, staff and a citizen-led Community Participation Team (CPT) will work together to reach out to the community and engage them in the comprehensive plan review process. Starting with the Policy Committee as the core of the CPT, the Planning Commission will identify seven community leaders representing a cross-section of the County to serve on this team. The team's main responsibilities will be implementing a communications plan and offering a wide range of public input opportunities to mobilize citizens and business leaders. Staff anticipates using television, print, social media, and speaking engagements to publicize the process. Public comment will be solicited throughout the entirety

## Methodology and Timeline for the Review of the 2009 Comprehensive Plan

January 28, 2014

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of the plan review through a scientifically valid survey, the County's website, email, comment cards, group forums, a round of public meetings focused on topics and possible actions, and public hearings. Land use applications will be accepted during the kickoff phase and presented to the public for comment at the public meetings.

As the Board has expressed much interest in the survey, Dr. Susan Willis, Director of the Virginia Tech Center for Survey Research, will be attending the work session to familiarize the Board with the survey process and to answer questions before the survey gets underway. Statistically valid citizen surveys have been an important contributor to the comprehensive plan public engagement efforts since 1995, providing the CPT and staff with an early picture of how a random sampling of citizens across the County feel about a wide range of issues. This information is then used to design and complement the more qualitative follow-up questions during the community participation efforts.

Attachment No. 2 is the latest version of the survey questionnaire. Beginning with the review process for the 2003 Comprehensive Plan, James City County has contracted with Virginia Tech and then repeated most of the questions to gain an understanding of how citizen opinions have changed over time. As the need has arisen, questions have been revised to improve the wording or to better reflect the current issues in the County. This need has been weighed against the desire to have comparable data during each comprehensive plan review. In addition, there are a set of new questions proposed to gauge citizen opinions on County services and topical items. The survey is currently scheduled to be pre-tested with a small random sample of residents immediately following the work session and then fielded to a larger random sample of residents in February. Results would be available approximately six weeks later.

### Plan Development

Working hand in hand with the community participation component of the process is the development of policies and the creation of the actual plan. As the CPT concludes its major initiatives to educate the community about the various topics in the comprehensive plan and to receive feedback about possible actions, the work will shift to the full Planning Commission to review each section of the comprehensive plan and its related goals, strategies, and actions (GSAs), as well as any changes to the Land Use Map. A member of the CPT will serve as a liaison to the Planning Commission, providing a connection to the public during the work session discussions. As the scope of the plan is limited, staff's focus will be on summarizing public comment, updating the text of the plan, revising associated GSAs, and evaluating land use applications rather than preparing extensive technical reports for each section. Key stakeholders will be invited to actively participate in the discussions for the economic development, transportation, and land use sections of the plan. Joint work sessions with the Board of Supervisors at milestone points in the plan's development will allow for valuable discussion between the groups prior to its final consideration and adoption.

Staff requests the Board provide feedback on the methodology, timeline, and survey at the work session. At its November 14, 2013, meeting, the Policy Committee unanimously endorsed the methodology and timeline. At its January 9, 2013, meeting, the Planning Commission recommended approval of the Comprehensive Plan methodology and timeline to the Board of Supervisors. Should the Board endorse the methodology, timeline, and survey questions as listed above, staff will implement those items and work toward scheduling the first CPT meeting in March.

## Methodology and Timeline for the Review of the 2009 Comprehensive Plan

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Tamara A.M. Rosario

CONCUR:



Allen J. Murphy, Jr.

TMR/nb

CPMeth\_mem

## Attachments:

1. Timeline for Review of the 2009 Comprehensive Plan
2. 2014 Survey Questions
3. Approved Minutes of the November 14, 2013, Policy Committee Meeting
4. Unapproved Minutes of the November 14, 2013, Policy Committee Meeting

**TIMELINE FOR REVIEW OF THE 2009 COMPREHENSIVE PLAN**

Board of Supervisors Work Session - January 28, 2014

	MONTH																			
	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	PREP		KICKOFF				EXISTING CONDITIONS				ALTERNATIVES AND RECOMMENDATIONS				CONSIDERATION AND ADOPTION					
<b>METHODOLOGY</b>																				
● PC	S																			
● BOS		S																		
<b>COMMUNITY PARTICIPATION</b>																				
<b>Communications Plan</b>																				
● Develop plan	S	S																		
● Review plan			P/CPT																	
● Implement plan				P/CPT	P/CPT	P/CPT														
● Validate input							P/CPT													
<b>Pre-Kickoff Effort - Survey</b>																				
● Finalize survey and communications plan	S/C	C																		
● Publicize and field survey		S/C																		
● Survey results			P/CPT																	
<b>Post-Kickoff Efforts</b>																				
● Publicize process and open input channels				P/CPT	P/CPT															
● Hold public meetings						P/CPT														
● Publicize progress of plan and continue input channels							S		S			S		S				S	S	
<b>PLAN DEVELOPMENT</b>																				
<b>Plan Text and GSAs</b>																				
● Evaluate text/coordinate with agency partners	S	S	S																	
● Prepare text and citizen summaries				S	S	S	S													
● Review draft text							PC+	PC+	PC+	Joint										
● Review draft goals, strategies, and recommendations											PC+	PC+	Joint							
<b>LU Applications</b>																				
● Solicit				S																
● Receive and evaluate					S	S	S	S	S											
● Review											PC+	PC+	PC+	PC+	Joint					
<b>PLAN ADOPTION</b>																				
● PC															S	S	PC	PC*		
● BOS																	Joint	BOS	BOS*	

- S = Staff
- C = Consultant
- P/CPT = Policy Committee/Community Participation Team
- PC+ = Planning Commission with CPT liaison
- PC = Planning Commission
- BOS = Board of Supervisors
- Joint = Joint PC/BOS work session
- \* if needed

**POLICY COMMITTEE MEETING**

November 14, 2013

3:00 p.m.

County Government Center, Building A

**1.) Roll Call****Present**

Ms. Robin Bledsoe  
 Mr. Tim O'Connor  
 Mr. Rich Krapf  
 Mr. Al Woods

**Staff Present**

Mr. Paul Holt  
 Ms. Tammy Rosario  
 Ms. Beth Klapper

**Guests Present**

Ms. Brittany Voll  
 Mr. Keith Johnson

**2.) Minutes**

Mr. Al Woods moved to approve the October 10, 2013 minutes.

In a unanimous voice vote, the minutes were approved (4-0).

**3.) Old Business**

There was no Old Business to discuss.

**4.) New Business****a. 2009 Comprehensive Plan Review Process – Methodology and Timeline**

Ms. Tammy Rosario stated that a review of the Comprehensive Plan was required by State Code every five years. In preparation for that review, the Planning Commission and Board of Supervisors conducted a joint work session on May 28, 2013 and discussed the focus and scope of the review of the 2009 Comprehensive Plan.

Ms. Rosario stated that the summary document and transportation study, as products of the Historic Triangle coordinated Comprehensive Plan review, would be endorsed and used as foundational documents. Ms. Rosario further stated that it was understood that the review would be limited in scope, with a focus on land use, transportation, and economic development.

Ms. Rosario stated that with this guidance in mind, staff developed a streamlined review process which allows the County to complete the review in approximately 18 months. Ms. Rosario noted that the community is very familiar and comfortable with the processes used previously and that this process retains many of those key components.

Ms. Rosario stated the process was currently in the Preparation phase. Staff is currently refining the communications plan and finalizing the community survey with Virginia Tech.

Ms. Rosario stated that the Kickoff phase would focus on public outreach efforts.

Ms. Rosario noted that a Community Participation Team (CPT) will be established, which will consist of the Policy Committee and members of the community, to help refine and implement the communications plan and mobilize citizens and business leaders to participate in the comprehensive plan review.

Mr. Rich Krapf inquired about the method that would be used to select the citizen members of the CPT.

Ms. Rosario stated the Planning Commission would identify individuals from the community and staff would forward this list to the Board of Supervisors, much as they had done with the Longhill Road Corridor Study PAC.

Ms. Rosario noted that once the majority of the public input has been gathered, the CPT will validate the information and will hand off the data to the full Planning Commission to review each section of the comprehensive plan and its related goals, strategies, and actions (GSAs), as well as any changes to the Land Use Map. A member of the CPT will serve as a liaison to the Planning Commission, providing a connection to the public during the work session discussions.

Ms. Rosario stated that joint work sessions with the Board of Supervisors will be conducted at milestone points in the plan's development to allow for valuable discussion between the groups prior to its final consideration and adoption.

Mr. Tim O'Connor inquired whether the survey would be the same as the previous one.

Ms. Rosario stated that the survey would be primarily the same.

Mr. Woods inquired about what changes would be made to the survey.

Ms. Rosario stated that staff is working with County Administration to refine the survey questions. Once the survey is fully developed, Virginia Tech will be responsible for implementing the survey process and analyzing the responses.

Ms. Robin Bledsoe inquired about when the survey would go out.

Ms. Rosario responded that staff would like to implement the survey in January 2014.

Mr. Woods inquired how widespread the participation would be for the survey to be statistically meaningful.

Ms. Rosario stated that last time the survey sample was approximately 600 households and had a 95% confidence rating. Ms. Rosario further noted that the survey includes a number of demographic questions for comparison against demographics for the County.

Mr. Krapf inquired how the survey would be implemented.

Ms. Rosario responded that the survey would be done by telephone, including both landlines and cell phones.

Mr. Krapf inquired if there would be an online survey.

Mr. Holt noted that an online survey would not have the benefit of being statistically random. Mr. Holt further noted that there would be opportunities later in the process for citizens to respond through web-based applications.

Ms. Bledsoe inquired whether citizens are receptive to the telephone surveys.

Ms. Rosario stated that there will be a publicity campaign to encourage citizens to participate.

Mr. Woods inquired whether any data will be supplied regarding the rejection rate.

Ms. Rosario noted that data might be provided on the number of calls required to obtain the necessary number of responses.

Ms. Bledsoe noted that the publicity surrounding the survey should present it as a positive and exciting opportunity for citizens to influence the future of their community.

Mr. O'Connor inquired about the award given for Best Rural Programs.

Ms. Rosario responded that the award was for the overall comprehensive plan and that "rural" referred to the County's designation as a rural locality due to its population size.

Ms. Bledsoe inquired whether staff will be prepared to respond to hot button questions at the community meetings.

Ms. Rosario further noted the community meetings were not anticipated to be general Q&A sessions but more individualized Q&A. Ms. Rosario further noted that the CPT could assist by informing staff about the types of questions and comments they are hearing from the community.

Ms. Bledsoe stated that she wanted to ensure that the information staff needed to get out to the community would get out and the questions from the community would be answered.

Ms. Rosario stated staff will do some education ahead of time and have information available on the internet that citizens can review prior to coming to the community meetings.

Mr. O'Connor inquired whether there would be a separate website for the Comprehensive Plan Update.

Ms. Rosario confirmed that there would be a separate website.

Mr. Woods stated that the community meetings could be structured in a way that would keep the discussion on target.

Mr. O'Connor inquired how key stakeholders would be identified; noting that balancing the diverse interests is a difficult part of updating the comprehensive plan.

Ms. Bledsoe concurred that it was important for staff to have an opportunity hear all voices.

Ms. Rosario stated that staff is always seeking new ideas to improve public outreach. Ms. Rosario noted that during the last comprehensive plan process, the CPT held two CPT forums where citizens or groups could make presentations without being confined to a particular topic. Ms. Rosario stated that the presenters encompassed a wide range of interests from square dancers to literacy groups to the Land Conservancy.

Mr. Krapf stated that those forums allowed some of the voices that staff might not normally hear to provide input. Mr. Krapf noted that the CPT forums should be repeated as part of this process.

Ms. Bledsoe noted that staff would be using almost every medium to inform and to solicit input.

Mr. Paul Holt stated that this process provides opportunities for everyone to participate and be heard. Mr. Holt further noted that providing the varied formats reaches across all age groups; accounts for individual schedules; and allows individuals to provide input in a setting where they feel comfortable expressing their ideas and concerns.

Ms. Bledsoe noted that staff has put a tremendous amount of thought and effort into developing the methodology which should be well received by citizens.

Mr. Krapf inquired when the proposed methodology and timeline would be presented to the Board of Supervisors.

Staff responded that the proposal would be reviewed by the Board in January 2014.

Mr. Holt noted that the proposal would be brought before the full Planning Commission in December before going to the Board.

b. Other Discussion

Mr. O'Connor requested a review of meeting dates for December 2013.

Ms. Rosario responded that the meeting dates are December 2, 3, 5 and, if needed, 9.

Mr. Holt noted that last year the Committee was able to go through all of the CIP applications in two meetings. The first two meetings are firm but the remaining two meetings are built in to accommodate additional review or presentations.

Mr. Woods noted that he would not be available on December 9.

Ms. Rosario recommended that, prior to the first meeting, the Committee identify those groups that they would like to make presentations. Ms. Rosario noted that the Committee had already identified the WJCC Schools to make a presentation.

Mr. O'Connor noted that it would be better to have representatives on hand even if not needed, rather than bring an item back at a later meeting.

Ms. Bledsoe noted that the ability to ask the applicant questions can make a tremendous difference in the Committee's understanding and evaluation of a project.

Ms. Rosario suggested identifying a fourth date in the event an additional meeting was necessary.

The Committee determined that December 13 at 3 PM would be mutually convenient.

Ms. Bledsoe inquired when the Committee would review the zoning regulations on backyard chickens.

Mr. Holt noted that staff would be conducting the necessary research in December and January so that it could be reviewed by the committee in February.

Ms. Bledsoe noted that the regulations should be reviewed soon because of the violation notices that have already been issued.

Mr. Holt noted that the enforcement actions are on hold pending the outcome of the review.

Mr. O'Connor asked what the review process would be.

Mr. Holt stated that the Committee would review ordinances from other localities and all of the citizen feedback. Mr. Holt further noted that staff would provide some recommendations and options to the Committee for consideration.

Mr. Krapf noted that he would be interested in research related to the types of predators attracted by backyard chickens. Mr. Krapf suggested that the Committee provide staff with a list of research it would like to review.

Mr. Krapf suggested that a citizen comment period could be added to a regularly scheduled and advertised Policy Committee meeting.

Mr. O'Connor noted that it would be beneficial to gather that public input so that the Committee could create a better policy to take before the full Planning Commission.

Mr. Holt noted that there would also be robust public outreach and a variety of opportunities for citizens to provide input.

Ms. Bledsoe stated that it appeared that the Committee was in agreement to hold a public comment period at the meeting where the policy is discussed.

Mr. Woods inquired whether any dates had been determined.

Mr. Holt responded that the 2014 calendar has not been set; however, the meeting schedule should not change significantly from the current framework.

Mr. Holt noted that staff would review the schedule and the totality of citizen input opportunities before setting a date for the review.

Mr. O'Connor noted that the review would encompass several meetings. Mr. O'Connor further noted that it would be helpful to develop a draft policy prior so that citizens would have a framework for their comments.

Ms. Bledsoe concurred with that approach.

Mr. O'Connor noted that he wanted to ensure that citizens have ample opportunity to be part of the process and express their concerns.

**5.) Adjournment**

There being no further items to discuss, the meeting was adjourned at 4:47 p.m.

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Robin Bledsoe, Chair of the Policy Committee

## **UNAPPROVED PLANNING COMMISSION MINUTES FROM JANUARY 8, 2014**

### Comprehensive Plan Methodology and Timeline

Ms. Tammy Rosario, Principal Planner, stated that in keeping with the Code of Virginia's mandate to review the comprehensive plan every five years and determine the advisability of amending it, James City County is preparing for the review of the 2009 Comprehensive Plan.

Ms. Rosario further stated that at the May 28, 2013 joint work session, the Planning Commission and Board of Supervisors provided staff with direction regarding this task: 1) to endorse the Summary Document and Transportation Study prepared during the Historic Triangle Coordinated Comprehensive Plan Review as part of the methodology and use them as foundational documents for James City County's comprehensive plan review; 2) to keep a limited scope with a focus on land use, transportation, and economic development and keeping intact the general direction and major policies of the 2009 Comprehensive Plan; 3) to continue an emphasis on public outreach efforts with the aim to involve all stakeholders and allow for a variety of input.

Ms. Rosario stated that with this in mind, staff has prepared a streamlined review process which allows the County to draft a plan for Planning Commission consideration in approximately 15 months with minimal consultant resources. At the same time, it retains key components of past comprehensive plan reviews which have garnered broad support from the community.

Ms. Rosario stated that the review process takes into account two main components:

The first component is Community Participation which is emphasized in the first half of the process and focuses on educating the public about the process and providing opportunities to weigh in on the process. Ms. Rosario stated that continuing with the tradition of the past four plan reviews, staff and a citizen-led Community Participation Team (CPT) will work together to reach out to the community and engage them in the comprehensive plan review process. Ms. Rosario noted that starting with the Policy Committee as the core of the CPT, the Planning Commission will identify seven community leaders representing a cross-section of the County to serve on this team. Ms. Rosario noted that the team's main responsibilities will be implementing a communications plan that uses television, print, social media, and speaking engagements as well as offering a wide range of input opportunities through a scientifically-valid survey, the County's website, email, comment cards, group forums, a round of public meetings and public hearings. Ms. Rosario note that while public comment is emphasized in the first half of the process, it will be offered throughout the entirety of the process.

Ms. Rosario stated that the second half of the process will focus on Plan Development. Ms. Rosario stated that this portion of the process starts at the staff level with a dialogue with the community and shifts to the Planning Commission.

Ms. Rosario further stated that the Planning Commission and a liaison from the CPT will review each section of the comprehensive plan and its related goals, strategies, and actions (GSAs), as well as any changes to the Land Use Map. Ms. Rosario stated that Land Use Applications solicited and advertised during the first half of the process will be considered at this time. A member of the CPT will serve as a liaison to the Planning Commission, providing a connection to the public during the work session discussions.

Ms. Rosario stated that joint work sessions with the Board of Supervisors at milestone points in the plan's development will allow for valuable discussion between the groups prior to its final consideration and approval.

Ms. Rosario stated that staff recommends that the Planning Commission recommend approval of the Comprehensive Plan methodology and timeline to the Board of Supervisors. Ms. Rosario noted that at its November 14, 2013 meeting, the Policy Committee unanimously endorsed the methodology and timeline.

Mr. Woods opened the floor to questions from the Commissioners.

Mr. Basic inquired what a consultant could bring to the table that could not be done by staff.

Ms. Rosario stated that use of consultant resources has been downsized significantly over previous comprehensive plan review process. Ms. Rosario further stated that the consultants provide technical knowledge related to transportation with respect updating the Transportation Study and how the land use applications might impact the County. Ms. Rosario stated that beyond the transportation component, the consultant would serve as support for other technical components such as demographics and housing. Ms. Rosario noted that this would primarily involve working with the Hampton Roads Planning District Commission to access data that might not already be on hand.

Mr. O'Connor inquired what "month one" on the timeline would be.

Ms. Rosario stated that "month one" would most likely be March 2014.

Mr. Woods opened the floor to discussion by the Commissioners.

Ms. Bledsoe stated that staff has done an excellent job of creating a mechanism for the public to provide input on what our community needs.

Mr. Krapf moved to recommend approval of the Comprehensive Plan timeline and methodology to the Board of Supervisors.

In a roll call vote, the Commission recommended approval of the Comprehensive Plan timeline and methodology 6-0; Mr. Drummond being absent.

## James City County Citizens Survey 2013

[Color Key: **Green** = Retained from 2007 Survey, **Blue** = Revised, **Orange** = Added]

CALL RECORD			
<b>Record Number</b>	<b>Priority</b>	<b>Callback Date/Time</b>	
<b>Phone Number</b>	<b>Interviewer ID</b>	<b>Interviewer Message</b>	
<b>FIPS</b>	<b>Number of Attempts</b>	<b>Current Begin Date/Time</b>	
<b>Respondent Number</b>	<b>Last Contact</b>	<b>Current End Date/Time</b>	
<b>Status</b>	<b>Last Disposition</b>		
<b>Final Call Disposition</b>			
Answering Machine	Complete	Hearing Barrier	No Answer
Automated Refusal Service	Computer/Fax Tone	Incomplete	Non-residential Number
Busy Signal	Disconnected/Changed	Language Barrier	Not James City County Citizen
Callback	Hard Refusal	No Eligible Adult	Soft Refusal
			Temporarily Disconnected

- A. Hello, my name is \_\_\_\_\_ and I'm calling from Virginia Tech on behalf of James City County. In order to help the County plan for the future we would like to get your opinion on some important local issues and programs. [IF NECESSARY: I need to speak with an adult in your household (AGE 18 OR OLDER). Would that be you?]

[GO TO Q1] YES 1  
NO 2

- B. May I speak with that person?

[REPEAT FIRST TWO SENTENCES OF A, GO TO Q1] YES 1  
NO 2

- C. When may I call back to speak with (him/her)?

\_\_\_\_\_

- D. Just so that I will know whom to ask for, what is (his/her) first name?

\_\_\_\_\_

- Q1. First, do you live in James City County?**

**YES [GO TO Q2] 1**  
**NO 2**  
**DK/RF 3**

**End1: I'm sorry, our study requires that we speak only with individuals living in James City County.  
Thank you very much for your time.**

**Q2. How many years have you lived in James City County?**

- LESS THAN ONE YEAR 1
- 1-5 YEARS 2
- 6-10 YEARS [GO TO Q4] 3
- 11-20 YEARS [GO TO Q4] 4
- MORE THAN 20 YEARS/"ENTIRE LIFE" [GO TO Q4] 5
- DK/RF [GO TO Q4] 6

**Q3. Where did you live before you moved to James City County?**

TOWN/CITY \_\_\_\_\_  
STATE \_\_\_\_

**Q4. Please tell me how you would rate James City County on each community aspect I mention.**

a. How would you rate the parks and recreation facilities, programs and services?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
b. How about the parks and recreation facilities, programs, and services for youths?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
c. the parks and recreation facilities, programs, and services for seniors?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
d. the services provided by the James City County public library?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
e. the roads and highways?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
f. the housing opportunities for citizens?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
g. Efforts to protect and improve the natural environment including water quality, air quality, and environmentally sensitive areas?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
h. the value of County services provided in relation to the taxes paid?	EXCELLENT	GOOD	FAIR	POOR	DK/RF
i. Overall, how would you rate the services provided by James City County?	EXCELLENT	GOOD	FAIR	POOR	DK/RF

**Q5. Would you say that the current amount of residential development in James City County is too low, about right, or too high?**

- TOO LOW 1
- ABOUT RIGHT 2
- TOO HIGH 3
- DK/RF 4

**Q6. Would you say that the current amount of commercial development in James City County is too low, about right, or too high?**

- TOO LOW 1
- ABOUT RIGHT 2
- TOO HIGH 3
- DK/RF 4

**Q7. Would you say that the current amount of industrial development in James City County is too low, about right, or too high?**

- TOO LOW 1
- ABOUT RIGHT 2
- TOO HIGH 3
- DK/RF 4

**Q8. What, if any, industries or businesses would you most like to see in James City County or have the County invest in and focus on in future years?**

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**Q9. What, if any, recreation and cultural opportunities would you most like to see in James City County or have the County invest in and focus on in future years?**

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**Q10. Now I'm going to ask your opinion about some land issues in the County. For each statement please indicate your level of agreement.**

a.	First, residential development of the land in James City County is happening too quickly. Do you...	strongly agree,	somewhat agree,	somewhat disagree,	or strongly disagree?	DK/RF
b.	More land needs to be developed for commercial uses in the County.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
c.	More land needs to be developed for industrial uses in the County.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

d.	More land needs to be developed for residential uses in the County.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
e.	It is more important to preserve farmland in the County than it is to have more development.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
f.	It is important to have less development in the County even if it means you may pay more in taxes.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
g.	It is better to have more homes on smaller lots and set aside areas for open space in order to permanently preserve land and maintain the character of the community.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
h.	It is bad to have low, middle, and high income housing options mixed in the same neighborhood.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
i.	Developers who wish to build businesses or residences should never be required to pay a fee to the County to offset public costs even if it means increases in the taxes or fees to provide County services.	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

**Q11. What specific rural activities and land uses, if any, should be encouraged within James City County’s rural lands?**

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**Q12. Now I’m going to ask about your feelings of safety in James City County.**

a.	Overall, how safe do you feel in James City County during daylight hours? Would you say very safe, somewhat safe, somewhat unsafe, or very unsafe?	VERY SAFE	SOMEWHAT SAFE	SOMEWHAT UNSAFE	VERY UNSAFE	DK/RF
b.	How about in James City County during the evening?	VERY SAFE	SOMEWHAT SAFE	SOMEWHAT UNSAFE	VERY UNSAFE	DK/RF

**Q13. Do you think that in the future the County should spend more, about the same, or less for youth-specific community programs and facilities?**

MORE 1  
 ABOUT THE SAME 2  
 LESS 3  
 DK/RF 4

**Q14. Do you think that in the future the County should spend more, about the same, or less for senior-specific community programs and facilities?**

MORE 1  
 ABOUT THE SAME 2  
 LESS 3  
 DK/RF 4

**Q15. Do you think that in the future the County should spend more, about the same, or less for community programs and facilities in general?**

MORE 1  
 ABOUT THE SAME 2  
 LESS 3  
 DK/RF 4

**Q16. How would you rate the public school buildings or facilities? Would you say they are excellent, good, fair, or poor?**

EXCELLENT 1  
 GOOD 2  
 FAIR 3  
 POOR 4  
 DK/RF 5

**Q17. The County spends approximately half of its budget on public schools. Would you say that in relation to your opinion about County spending on other things, that the County spends too much, about the right amount or not enough on public schools?**

TOO MUCH 1  
 ABOUT THE RIGHT AMOUNT 2  
 NOT ENOUGH 3  
 DK/RF 4

**Q18. How important do you think it is for the County to create more career and technical education opportunities for youths that would prepare them for the workforce rather than just for college? Would you say this is very important, somewhat important, somewhat unimportant, or not at all important?**

VERY IMPORTANT 1  
 SOMEWHAT IMPORTANT 2  
 SOMEWHAT UNIMPORTANT 3  
 NOT AT ALL IMPORTANT 4  
 DK/RF 5

**Q19. Do you think the County devotes too much, about the right amount or not enough time and resources on historic preservation in the community (such as historic highway markers, building preservation, archaeology, educational brochures and programs and interpretive signage at public facilities)?**

TOO MUCH 1  
 ABOUT THE RIGHT AMOUNT 2  
 NOT ENOUGH 3  
 DK/RF 4

**Q20. Do you think the County devotes too much, about the right amount, or not enough time and resources on spending money to support tourism in the community?**

TOO MUCH 1  
 ABOUT THE RIGHT AMOUNT 2  
 NOT ENOUGH 3  
 DK/RF 4

**Q21. Now I'm going to mention some cultural and recreation opportunities that could be financed by James City County with the use of your tax monies. Please tell me how important each is to you personally.**

a.	Bike and walking trails for all age groups? Would you say these are...	very important?	somewhat important?	not very important?	or not at all important?	DK/RF
b.	Development of an aquatic center for community recreation and competitive swimming events?	VERY IMPORTANT	SOMEWHAT IMPORTANT	SOMEWHAT UNIMPORTANT	NOT AT ALL IMPORTANT	DK/RF
c.	Public access to waterways for swimming and boating?	VERY IMPORTANT	SOMEWHAT IMPORTANT	SOMEWHAT UNIMPORTANT	NOT AT ALL IMPORTANT	DK/RF
d.	Development of a field house or a multi-use indoor sports facility for community recreation and competitive sporting events?	VERY IMPORTANT	SOMEWHAT IMPORTANT	SOMEWHAT UNIMPORTANT	NOT AT ALL IMPORTANT	DK/RF

**Q22. In order to maintain current services and facilities for the citizens of James City County, how much do you agree with each of the following ways of funding these services if it was necessary to raise revenues?**

a.	First, increasing the meals tax in the County. Do you...	strongly agree,	somewhat agree,	somewhat disagree,	or strongly disagree?	DK/RF
b.	increasing the real estate tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
c.	increasing the hotel and motel room tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
d.	increasing the sales tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
e.	increasing user fees for public parks and recreation centers?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
f.	Reducing current services?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

**Q23. In order to expand current services and facilities for the citizens of James City County, how much do you agree with each of the following ways of funding these services if it was necessary to raise revenues?**

a.	First, increasing the meals tax in the County. Do you...	strongly agree,	somewhat agree,	somewhat disagree,	or strongly disagree?	DK/RF
b.	increasing the real estate tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
c.	increasing the hotel and motel room tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
d.	increasing the sales tax?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF
e.	increasing user fees for public parks and recreation centers?	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	DK/RF

**Q24. Would you say that you are very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied with the level of communication you receive from the County government regarding services and other community issues?**

VERY SATISFIED 1  
 SOMEWHAT SATISFIED 2  
 SOMEWHAT DISSATISFIED 3  
 VERY DISSATISFIED 4  
 DK/RF 5

**Q25. How do you find out about County information?**

CHOOSE ALL THAT APPLY  
 The County website? 1  
 The County online newsletter? 2  
 TV48? 3  
 Social media? 4  
 An outside newspaper? 5  
 An outside online news source? 6  
 DK/RF 7

**Q26. How would you rate the usability and quality of information on the County's Internet site? Would you say it is excellent, good, fair, or poor?**

EXCELLENT 1  
 GOOD 2  
 FAIR 3  
 POOR 4  
 DK/RF 5

**Q27. Finally, just a few questions about you. In what year were you born?**

19 \_\_  
 DK/RF 1999

**Q28. Counting yourself, how many adults, age 18 or older, are currently living in your home? Do not count any college students living away at school.**

\_\_\_\_\_  
 DK/RF 99

**Q29. How many individuals under the age of 18 are currently living in your home?**

\_\_\_\_\_  
 DK/RF 99

**Q30. Do you own or do you rent your current home?**

OWN OR BUYING 1  
 RENT 2  
 OTHER 3  
 DK/RF 4

**Q31. Are you currently employed for pay?**

- YES 1
- NO [GO TO Q33] 2
- DK/RF [GO TO Q33] 3

**Q32. Is your place of employment within James City County?**

- YES 1
- NO 2
- DK/RF 3

**GO TO Q34**

**Q33. Are you currently retired?**

- YES 1
- NO 2
- DK/RF 3

**Q34. Is your place of employment within James City County?**

- YES 1
- NO 2
- DK/RF 3

**Q35. I'm going to read several income brackets to you. Please stop me when I get to the bracket that includes your best estimate of your total household income before taxes last year. This includes income from any investments you may have...**

- less than \$25,000? 1
- \$25,000 and less than \$40,000? 2
- \$40,000 and less than \$60,000? 3
- \$60,000 and less than \$100,000? 4
- \$100,000 and less than \$125,000? 5
- \$125,000 and less than \$150,000? 6
- or \$150,000 or more? 7
- DK/RF 8

**Q36. Finally, what would you most like to see change in the County in the future?**

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**Q37. What do you like best about living in the County?**

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**Q38. How important is it to have places in the County where people can live, work and play in close proximity? Would you say this is very important, somewhat important, somewhat unimportant, or not at all important?**

VERY IMPORTANT 1  
 SOMEWHAT IMPORTANT 2  
 SOMEWHAT UNIMPORTANT 3  
 NOT AT ALL IMPORTANT 4  
 DK/RF 5

**Q39. Do you consider yourself to be White, African American or Black, Asian, Hispanic or Latino, or a member of some other group?**

WHITE 1  
 AFRICAN AMERICAN (BLACK) 2  
 ASIAN 3  
 HISPANIC (LATINO) 4  
 (SPECIFY: \_\_\_\_\_) OTHER 5  
 DK/RF 6

**Q40. GENDER**

**IF YOU CAN'T TELL THE GENDER OF THE RESPONDENT, ASK:** "Just one more question: our survey requires that I ask if you are male or female."

MALE 1  
 FEMALE 2

**Those are all of my questions. Thank you for your help with our study. Have a nice day/evening.**

**INTERVIEWER IF ASKED:** "This study is being conducted with support from James City County and the results will help the County plan for the future. If you have any questions about the purpose of the study, you can call a County representative at XXX-XXX-XXXX. Thank you again for your help with our study."

## MEMORANDUM COVER

**Subject:** Hybrid Sewer Plan

**Action Requested:** None

**Summary:** The Hybrid Sewer Plan emerged in the fall of 2013 as a middle path that could generate a significant portion of the savings projected by the consolidation study, but localities would still own and operate the local sewer utility. The hybrid plan will move forward only if the Hampton Roads Sanitation District (HRSD) and the 14 Hampton Roads localities execute a Memorandum of Agreement (MOA) outlining the details by the end of February. Most localities are expected to vote on approving the MOA by mid-February. The James City Service Authority vote is scheduled for February 25.

The work session presentation will summarize the development and details of the plan and the MOA.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Acting County Administrator**

Doug Powell DP

**Attachments:**

1. Memorandum
2. Power Point Presentation

**WORK SESSION**

**Date:** January 28, 2014

MEMORANDUM

DATE: February 4, 2014  
TO: The Board of Directors  
FROM: Stephanie Luton, Assistant General Manager, James City Service Authority  
SUBJECT: Hybrid Sewer Plan

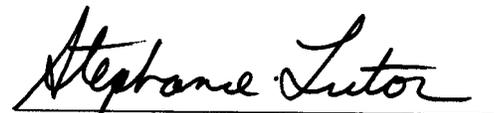
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In 2007 the Board authorized the James City Service Authority (JCSA) to enter into a Consent Agreement with the Virginia Department of Environmental Quality (DEQ) to address sewer system overflows. Thirteen other Hampton Roads localities entered into similar agreements during the same timeframe.

As part of the ongoing planning for the Consent Agreement, a study was completed in August 2013 to determine the cost effectiveness of consolidating ownership of all local sewer utilities under one regional entity, the Hampton Roads Sanitation District (HRSD). This consolidation study was not widely supported among the localities due to concerns about issues such as asset ownership, governance, customer service, and debt assumption.

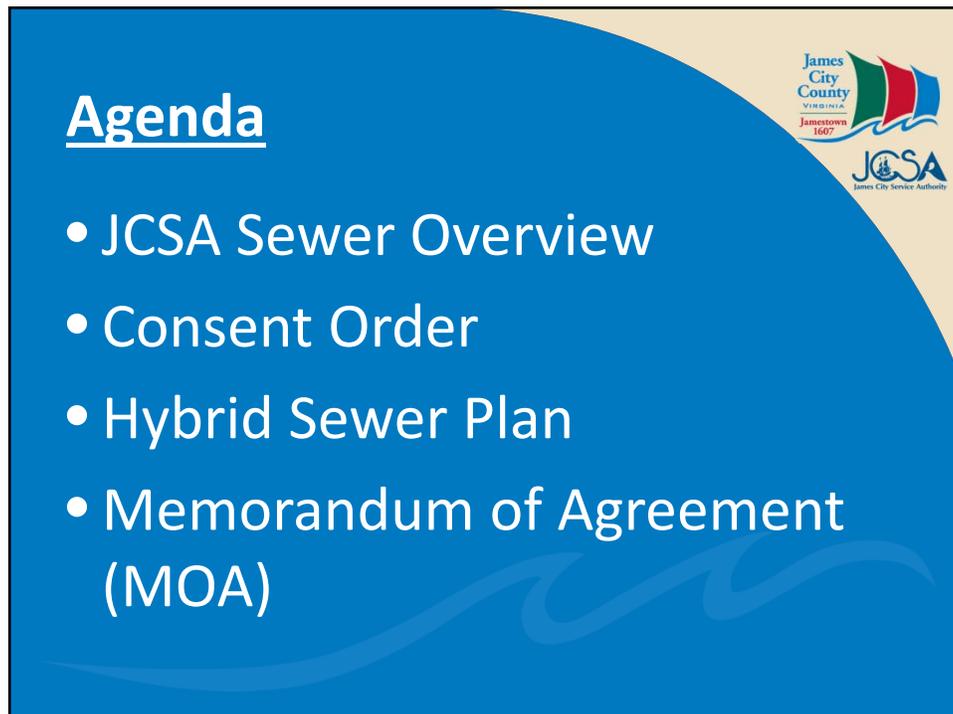
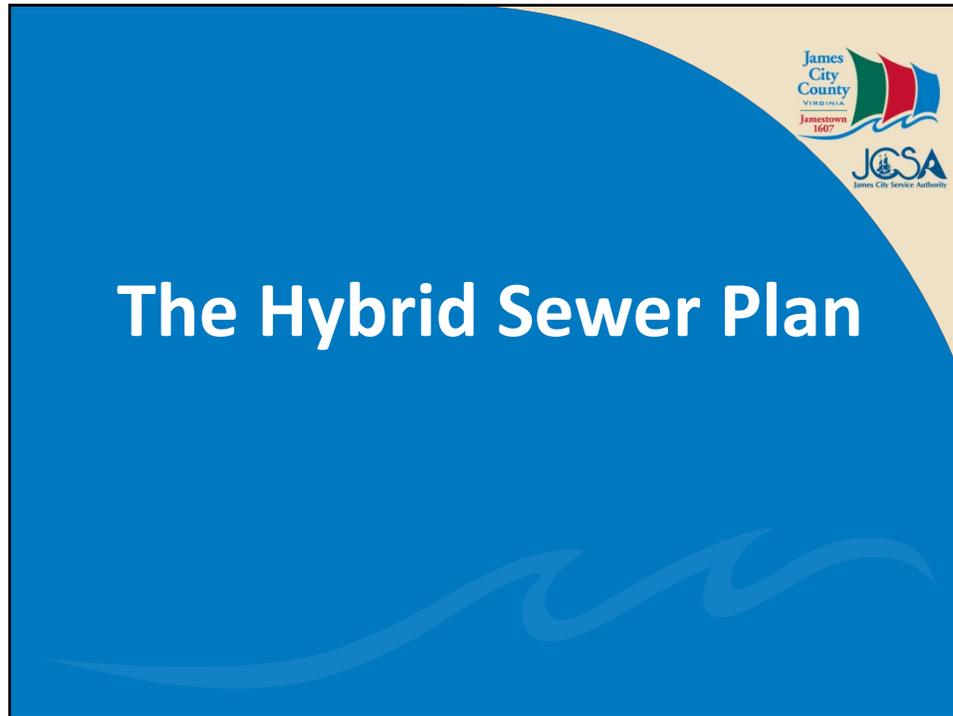
The hybrid sewer plan emerged in the fall of 2013 as a middle path that could generate a significant portion of the savings projected by the consolidation study, but localities would still own and operate the local sewer utility. The hybrid plan will move forward only if HRSD and the 14 Hampton Roads localities execute a Memorandum of Agreement (MOA) outlining the details by the end of February. Most localities are expected to vote on approving the MOA by mid-February. The JCSA vote is scheduled for February 25.

The work session presentation will summarize the development and details of the plan and the MOA.

  
Stephanie Luton

SL/nb  
HybridSwrPlan-mem

Attachment



## JCSA Sewer Overview

- JCSA collects, HRSD treats
- 425 miles sewer lines
- 22,000 customers
- 76 sewer pumping stations
- \$6.0 million operating budget
- \$65 million assets
- 48 employees



## Consent Order

- JCSA Sewer System Evaluation Study
  - \$80 million sewer improvements
- Regional Consolidation Study
  - Consolidate all local sewer utilities under HRSD
  - No payment for local assets
  - Local sewer employees to HRSD
  - All debt of local utilities to HRSD (JCSA – no debt)
  - 30 years - \$1.0 billion savings in capital costs



## Staff Concerns

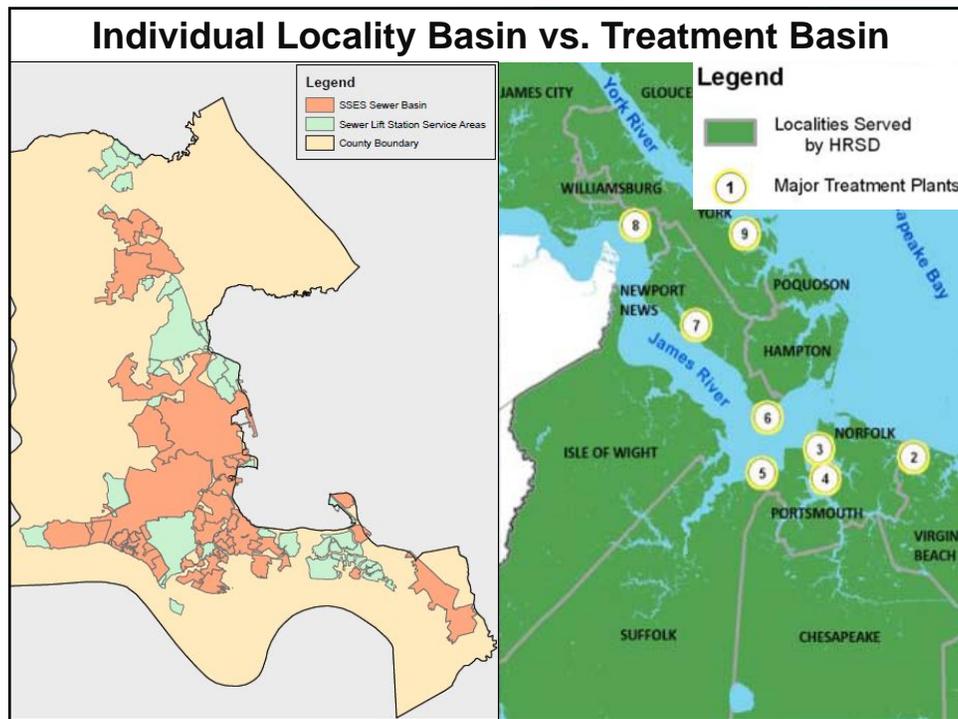
- No direct rep on HRSD governing body
- Customer service for regional body
- Projected savings-what was not included
- JCSA customers would help pay for debt of other localities



## The Hybrid Sewer Plan:

“Local feel with regional savings”





## Advantages

- Most cost effective solution
- JCSA owns and operates local utility
- HRSD solely responsible:
  - Achieving required leak reductions
  - Providing adequate capacity
- HRSD assumes liability for wet weather overflows from lack of adequate capacity
- HRSD-reasonable claim reimbursement to localities



## MOA

- Outlines HRSD & Locality responsibilities
- Localities keep maintenance responsibility
- Requires BOD approval by end of February
- If MOA approved, Consent Order to be modified accordingly

