

**AGENDA**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 26, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Joseph Hardin, a 4th grade student at D.J. Montague Elementary School and a resident of the Powhatan District

**E. PUBLIC COMMENT - Until 7 p.m.**

**F. PRESENTATIONS**

**G. CONSENT CALENDAR**

1. Minutes Adoption - January 12, 2016 Regular Meeting
2. Contract Award - Self-Contained Breathing Apparatus Replacement - \$640,003
3. Requesting the Addition of a Portion of Neighbors Drive to the State Secondary System through the Rural Addition Program

**H. PUBLIC HEARING(S)**

1. Pre Budget Public Hearing

**I. BOARD CONSIDERATION(S)**

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

1. County Administrator's Report

**L. PUBLIC COMMENT**

**M. CLOSED SESSION**

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia in regard to the Historical Commission
2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia in regard to the Planning Commission
3. Certification of Closed Session

**N. ADJOURNMENT**

1. Adjourn until 4 pm on February 9, 2016 for the Work Session

**ITEM SUMMARY**

DATE: 1/26/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Joseph Hardin, a 4th grade student at D.J. Montague Elementary School and a resident of the Powhatan District

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/19/2016 - 11:34 AM

**ITEM SUMMARY**

DATE: 1/26/2016  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - January 12, 2016 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	011216 Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:33 AM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 12, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

John J. McGlennon, Vice-Chairman, Roberts District  
Ruth M. Larson, Berkeley District  
Kevin D. Onizuk, Jamestown District  
P. Sue Sadler, Stonehouse District  
Michael J. Hipple, Chairman, Powhatan District

Bryan J. Hill, County Administrator  
Adam R. Kinsman, Interim County Attorney

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leaders – Kaiden McKeoun and Kendal Smith, students at James River Elementary School and residents of the Roberts District.

**E. PRESENTATIONS**

**F. PUBLIC COMMENT - Until 7 p.m.**

1. Ms. Rosanne Reddin, 4700 President's Ct., addressed the Board in opposition to the senior groundskeeper position listed on the Consent Calendar.
2. Mr. Ed Oyer, 139 Indian Cir., addressed the Board and welcomed the new Board members and offered general comments.
3. Mr. Chris Henderson, 101 Keystone, addressed the Board and welcomed Ms. Sadler and Ms. Larson to the Board and expressed his disappointment at the selection process for the position of chairman.
4. Ms. Theresa Calabrese, 3437 Southport Trl., addressed the Board in opposition to the rumble strips placed on Route 5 and presented a citizen petition for their removal.
5. Ms. Barbara Henry, 141 Devon Rd., addressed the Board in regard to the County implementing an online checkbook register.
6. Mr. William Lottrell, 3201 Deerfield Ct., addressed the Board in opposition to the rumble strips placed on Route 5 and supported the petition for their removal.
7. Ms. Betty Walker, 101 Locust Pl., addressed the Board in regard to the Federal Reserve Bank.

**G. CONSENT CALENDAR**

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

1. Minutes Adoption - December 8, 2015, Regular Meeting
2. Authorization for One Temporary Police Officer Overhire Position
3. Establishment of Full-Time Regular Senior Groundskeeper Position
4. Resolution to Declare the County of James City a Hybrid Entity for Purposes of the Health Insurance Portability and Accountability Act
5. Skiffes Creek Switching Station Request for a Delay by Applicant to March 8, 2016

Mr. Onizuk asked to briefly discuss the senior groundskeeper position. He stated that as groundskeeper employees retire, the positions are being brought back under the County. It is not creating a new position, rather per the agreement with the schools, it is bringing that position back under the County.

Mr. Hill confirmed that is a correct assessment of the item.

#### **H. PUBLIC HEARING(S)**

1. Easement Approval-Sidewalk Extension, St. George's Hundred

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Director of General Services, John Horne, addressed the Board giving an overview of the memorandum included in the Agenda Packet.

Ms. Larson clarified that staff would be working with the Homeowners Association (HOA) to make sure that the sidewalk extension would be built to County standards with regard to safety.

Mr. Horne stated correct.

Ms. Sadler asked if the original intent of the easement was to build a road.

Mr. Horne stated correct, but there was opposition from the residents of St. George's Hundred, so the plan was modified to a pedestrian connection.

Ms. Sadler asked for clarification on who would be maintaining the extension.

Mr. Horne stated that the responsibility would be the HOA.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, expressed his disappointment at the loss of the connectivity between neighborhoods and questioned if there was still opposition to the vehicular connectivity.
2. Mr. Joseph Swanenburg, 3026 The Pointe Dr., expressed his concern over the missed opportunity to provide more vehicular connectivity between neighborhoods.

As there were no other registered speakers, Mr. Hipple closed the Public Hearing.

2. Case No. SUP-0005-2015 - Clara Byrd Baker Elementary School Parking Addition and Improvements

A motion to Approve was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Planner III, Jose Ribeiro, addressed the Board giving an overview of the staff report included in the Agenda Packet.

Ms. Sadler questioned if the sidewalk connects with any neighborhoods.

Mr. Ribeiro stated that the sidewalk that fronts the school extends all the way to the intersection of Ironbound Road and John Tyler Highway, but does not connect with any neighborhoods.

Ms. Sadler asked if there was a bus stop nearby for public transportation.

Mr. Ribeiro stated that he would have to research that question.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board in support of the application and also stated that he believes the sidewalk should be continued down Ironbound Road to the Chanco's Grant neighborhood.
2. Mr. Joseph Swanenburg, 3026 The Pointe Dr., addressed the Board in support of the application and agreed with Mr. Henderson about continuing the sidewalk down Ironbound Road all the way to the intersection of Jamestown Road.

As there were no other registered speakers, Mr. Hipple closed the Public Hearing.

Mr. Onizuk stated that this parking issue has been a significant concern for teachers and parents for many years. It is definitely a necessary improvement project and is worthwhile.

Ms. Larson stated that Clara Byrd Baker Elementary School is a walk-to school and there is a trail that comes up behind the school. She stated that she is not sure if there are sidewalks or if it is more of a dirt pathway that students utilize to reach the school from the neighborhoods behind it. She also stated that parking lots are usually the first item to get cut when trying to save money when building a new school, however parking lot expansions always seem to come up.

Ms. Sadler questioned if there was a plan to continue the sidewalks down John Tyler Highway or Ironbound Road.

Mr. Ribeiro stated that the adopted Pedestrian Accommodation Master Plan does show sidewalks continuing down Ironbound Road. The hope is that as development or redevelopment occurs in that area, developers will comply with the Pedestrian Accommodation Master Plan and those sidewalks would be built.

3. Case Nos. SUP-0006-2015/Z-0004-2015 - Williamsburg Landing Proffer and SUP Amendment

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

Planner I, Roberta Sulouff, addressed the Board giving an overview of the staff report included in the Agenda Packet.

Planning Commission representative, Robin Bledsoe, addressed the Board giving an overview of the Commission's recommendation.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

1. Mr. Will Holt, attorney with Kaufman and Canoles, and attorney for the Applicant, 4801 Courthouse St., addressed the Board stating that the applicant would not be giving a formal presentation this evening, but was available to answer any questions.

As there were no other registered speakers, Mr. Hipple closed the Public Hearing.

**I. BOARD CONSIDERATION(S)**

**J. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon recognized long-time County resident Walter "Cap" Neilson who recently passed away.

Ms. Larson thanked the staff for all of the information provided in the packets and asked if the impacts on public safety are ever included in the analysis of impacts. She thanked the staff for its help in getting her up to speed. She also addressed the rumble strips on Route 5 and stated she appreciated the efforts of Mr. Hill to address the citizen concerns with the Virginia Department of Transportation (VDOT).

Mr. Onizuk stated that he would be supportive if Ms. Larson wanted to bring forward an official resolution urging VDOT to utilize other options. He also mentioned on the Legislative Agenda, Item 1-3, which deals with the fiscal agent for the Williamsburg Area Destination Marketing and Advertising Campaign, apparently none of the organizations involved requested this action and Senator Norment has stated that it will not be supported in the Senate. He stated that Mr. Hill has assured him that our State Delegation has been made aware that this item is no longer a priority and it will not be brought up during the General Assembly.

Ms. Sadler thanked the staff for their help in getting her up to speed. She stated that the Comprehensive Plan references interconnectivity and several applications tonight dealt with interconnectivity, so she would like to ensure that we are continuing to look at ways to interconnect our neighborhoods. She stated that in the interest of transparency she would like to see staff begin the process of installing an online checkbook register. She would also like to see a policy drafted which would address certain items that would be excluded from the online checkbook register, such as individual's salaries, payments made from social services and certain confidential items from the police department. She also requested full enrollment projections for the schools to see if the fourth middle school is actually warranted.

Mr. Onizuk stated his support of the online checkbook register and asked what the transparency benefits would be and the needs of staff to implement this. He asked for a report on costs, benefits and needs.

Mr. Hipple stated that he is proud of the transparency that has been implemented since Mr. Hill joined the County. He also generally discussed interconnectivity between neighborhoods.

## **K. REPORTS OF THE COUNTY ADMINISTRATOR**

### **1. County Administrator's Report**

Mr. Hill announced that the next Neighborhood Leaders Forum is tomorrow night, January 13, 6:30 p.m., at the Recreation Center on Longhill Road. He also announced that Clarion, the consultant for the Strategic Plan, met with the Technical Advisory Group, which is comprised of the County's Executive Staff, and also with the Strategic Plan Advisory Group, which is comprised of 17 business, education and tourism leaders from the community that are residents of the County. He stated that a public hearing would be held around the end of March so all residents may have the opportunity to comment and participate in the Strategic Plan process.

## **L. PUBLIC COMMENT**

1. Mr. Jimmy Duke, 8657 Barnes Rd., addressed the Board regarding mediocrity in our local government.
2. Mr. Joseph Swanenburg, 3026 The Pointe Dr., addressed the Board welcoming Ms. Sadler and Ms. Larson to the Board.
3. Ms. Petra Nadal, 106 Indian Cir., addressed the Board regarding national curriculum standards being used as blackmail to receive more funding.
4. Mr. Jay Everson, 103 Branscome Blvd., addressed the Board regarding the Strategic Plan and population growth.
5. Mr. John Haldeman, 1597 Founder's Hill North, addressed the Board regarding continued population growth and the consequences of that growth.
6. Ms. Juliet Wright, 805 N. Henry St., addressed the Board regarding the American with Disabilities Act and discussed pending litigation.
7. Mr. Jack Fowler, 109 Wilderness Ln., addressed the Board regarding working together for the common good.

## **M. CLOSED SESSION**

1. Consideration of a personnel matter involving the County Attorney pursuant to Section 2.2-3711 (A)(1) and consultation with legal counsel pertaining to actual or probable litigation pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

A motion to Enter a Closed Session was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

At 7:49 p.m., the Board entered Closed Session.

At 9:34 p.m., the Board re-entered Open Session.

2. Certification of Closed Session

A motion to Certify the Closed Session was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

**N. ADJOURNMENT**

1. Adjourn until 8:30 a.m. on January 23, 2016, for the Board Retreat

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

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Bryan J. Hill  
County Administrator

**ITEM SUMMARY**

DATE: 1/26/2016

TO: The Board of Supervisors

FROM: Ryan Ashe, Fire Chief

SUBJECT: Contract Award - Self-Contained Breathing Apparatus Replacement - \$640,003

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**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	1/8/2016 - 5:13 PM
Publication Management	Colonna, Tina	Approved	1/8/2016 - 5:17 PM
Legal Review	Kinsman, Adam	Approved	1/12/2016 - 10:53 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:55 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 10:59 AM
Board Secretary	Mellen, Sue	Approved	1/12/2016 - 4:49 PM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 4:50 PM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 4:55 PM

## MEMORANDUM

DATE: January 26, 2016

TO: The Board of Supervisors

FROM: Ryan Ashe, Fire Chief

SUBJECT: Contract Award - Self-Contained Breathing Apparatus Replacement - \$640,003

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The James City County Capital Improvement Program (CIP) budget includes a total \$710,000 for replacement of Self-Contained Breathing Apparatus (SCBA) required for firefighting operations. The FY 2015 CIP appropriated \$550,000 and the FY 2016 CIP appropriated \$160,000 for this public safety need.

The Fire Department's current SCBA units are compliant with the 2002 edition of National Fire Protection Association (NFPA) # 1981 standard. That standard was revised in 2007 and again in 2013. The Fire Department's current SCBA units are classified obsolete because they are 10 years old and two NFPA standards out of date.

Replacement SCBA equipment that meets the 2013 standard will enhance firefighter safety and provide a larger air supply. New technology built into the SCBA units will allow the incident commander to track firefighters in the hazard zone, monitor their air supply and receive an audible alarm if a firefighter activates their emergency signal. With this tracking ability, the incident commander can direct a rescue team to the location of the firefighter that activated their emergency signal. The replacement SCBA units will include larger-capacity air cylinders that will allow firefighters to work longer in the hazard area.

The Fire Department and Purchasing staff examined different options and determined the most efficient procurement method for this purchase is to use a cooperative purchasing contract issued by the City of Virginia Beach to Fire Protection Equipment as a result of a competitive procurement process. The Virginia Beach contract contains wording allowing other localities to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses and benefit from an accelerated delivery process.

Fire Department and Purchasing staff determined the Virginia Beach cooperative contract includes the bulk of the SCBA equipment required by the Fire Department. Contract pricing for the items available through the contract totals \$640,003. This amount includes a trade-in credit for current SCBA equipment.

The cost of the contract is within the funds allotted.

Additional SCBA equipment not available under the cooperative contract will be purchased under separate actions in accordance with the James City County Purchasing Policy.

Staff recommends adoption of the attached resolution authorizing contract award to Fire Protection Equipment in the amount of \$640,003 for replacement SCBA equipment.

RA/nb  
CA-SCBA-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - SELF-CONTAINED BREATHING APPARATUS**

**REPLACEMENT - \$640,003**

- WHEREAS, funds are available through Capital Improvements Program (CIP) budget for the purchase of replacement Self-Contained Breathing Apparatus (SCBA) required for firefighting operations; and
- WHEREAS, replacement SCBA will meet updated National Fire Protection Association standards to enhance firefighter safety and provide a larger air supply; and
- WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the City of Virginia Beach issued a cooperative purchasing contract to Fire Protection Equipment as a result of a competitive procurement process; and
- WHEREAS, the Fire Department and Purchasing staff determined cooperative purchasing contract includes SCBA equipment that meets the County's technical requirements; and
- WHEREAS, contract pricing for the required items available through the cooperative contract totals \$640,003.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with Fire Protection Equipment for replacement SCBA equipment in the amount of \$640,003.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2016.

CA-SCBA-res

**ITEM SUMMARY**

DATE: 1/26/2016

TO: Board of Supervisors

FROM: A. Vaughn Poller, Administrator of Housing and Community Development

SUBJECT: Requesting the Addition of a Portion of Neighbors Drive to the State Secondary System through the Rural Addition Program

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The Board of Supervisors must request the addition of a portion of Neighbors Drive to the State Secondary System through the Rural Addition Program to allow the reconstruction project to be funded in part by the Revenue Sharing program.

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Subdivision ROW Plat	Backup Material
☐	Neighbors Drive ROW map	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Housing & Community Development	Poller, Vaughn	Approved	1/7/2016 - 3:47 PM
Community Services	Vinroot, Rebecca	Approved	1/7/2016 - 4:01 PM
Publication Management	Boles, Amy	Approved	1/7/2016 - 4:21 PM
Legal Review	Kinsman, Adam	Approved	1/12/2016 - 10:59 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 11:04 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 11:09 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 11:12 AM

**M E M O R A N D U M**

DATE: January 26, 2016

TO: The Board of Supervisors

FROM: A. Vaughn Poller, Administrator of Housing and Community Development

SUBJECT: Requesting the Addition of a Portion of Neighbors Drive to the State Secondary System through the Rural Addition Program

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Attached is a resolution requesting the addition of a portion of Neighbors Drive to the secondary system of state highways. The portion of the street proposed to be added is shown on the attached *Neighbors Drive – Rural Addition Map*.

Once added to the secondary system of state highways, the road will be improved up to the Virginia Department of Transportation’s Secondary Street Acceptance Requirements, using funds allocated to the Neighbors Drive Neighborhood Improvement Project Community Development Block Grant and from revenue sharing funds, up to \$465,000, which were awarded in response to the application authorized by resolution of the Board of Supervisors of James City County on November 26, 2013.

The County has acquired the necessary 40-foot right-of-way from all property owners and the attached *Plat of Subdivision Showing Lots 1, 8, 9, 12, 13, 14 & Natural Open Space* has been duly recorded in the Clerk’s Office for the Circuit Court for the City of Williamsburg and County of James City, Virginia.

Staff recommends the adoption of the attached resolution.

AVP/nb  
NeighborsDrSS-mem

Attachment

**RESOLUTION**

**REQUESTING THE ADDITION OF A PORTION OF NEIGHBORS DRIVE TO THE STATE**

**SECONDARY SYSTEM THROUGH THE RURAL ADDITION PROGRAM**

WHEREAS, Neighbors Drive, further described below, was established on October 10, 1956 and currently serves at least three families per mile; and

WHEREAS, the Virginia Department of Transportation (VDOT) has deemed that the County of James City’s current subdivision control ordinance meets all necessary requirements to qualify the County to recommend additions to the secondary system of state highways, pursuant to Section 33.2-335 of the Code of Virginia; and

WHEREAS, after examining the ownership of all property abutting this street, this Board finds that a speculative interest does not exist.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, requests the following street be added to the secondary system of state highways, pursuant to Section 33.2-335 of the Code of Virginia:

Name of Street:	Neighbors Drive
From:	Route 60
To:	The private road, also known as Neighbors Drive, which lies south of the intersection of Neighbors Drive and Benefit Lane.
Length:	0.097 miles
Guaranteed Right-of-Way Width:	40 feet
Plat Recorded:	Plat of Subdivision Showing Lots 1, 8, 9, 12, 13, 14 and Natural Open Space (the “Plat”) dated October 30, 2015 and recorded in the Clerk’s Office for the Circuit Court for the City of Williamsburg and County of James City, Virginia, as Instrument No. 160000079.

BE IT FURTHER RESOLVED that this Board guarantees a clear and unrestricted 40-foot right-of-way, as described and shown on the Plat and any necessary easements for cuts, fills and drainage.

BE IT FURTHER RESOLVED that this Board requests VDOT to improve said street to the prescribed minimum standards, funding said improvements pursuant to Section 33.2-335(C) of the Code of Virginia with one-half of the funding paid as designated in the Community Development Block Grant County of James City Neighbors Drive Neighborhood Improvement Project and one-half of the funding paid from the Revenue Sharing Project designated in the Programmatic Project Administration Agreement dated August 7, 2014.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the resident engineer of VDOT.

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Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

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Bryan J. Hill  
Clerk to the Board

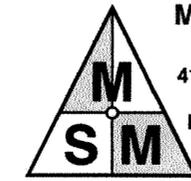
	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
LARSON	___	___	___
ONIZUK	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2016.

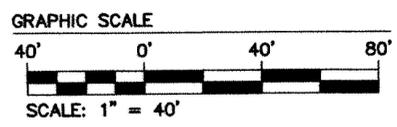
NeighborsDrSSS-res

**PLAT OF SUBDIVISION  
SHOWING  
LOTS 1, 8, 9, 12,  
13, 14 &  
NATURAL OPEN SPACE**

JAMES CITY COUNTY, VIRGINIA  
DATE: OCTOBER 30, 2015 SCALE: 1"=40'  
SHEET 3 OF 3  
PROJECT NUMBER: 13-070  
REVISED: DECEMBER 10, 2015

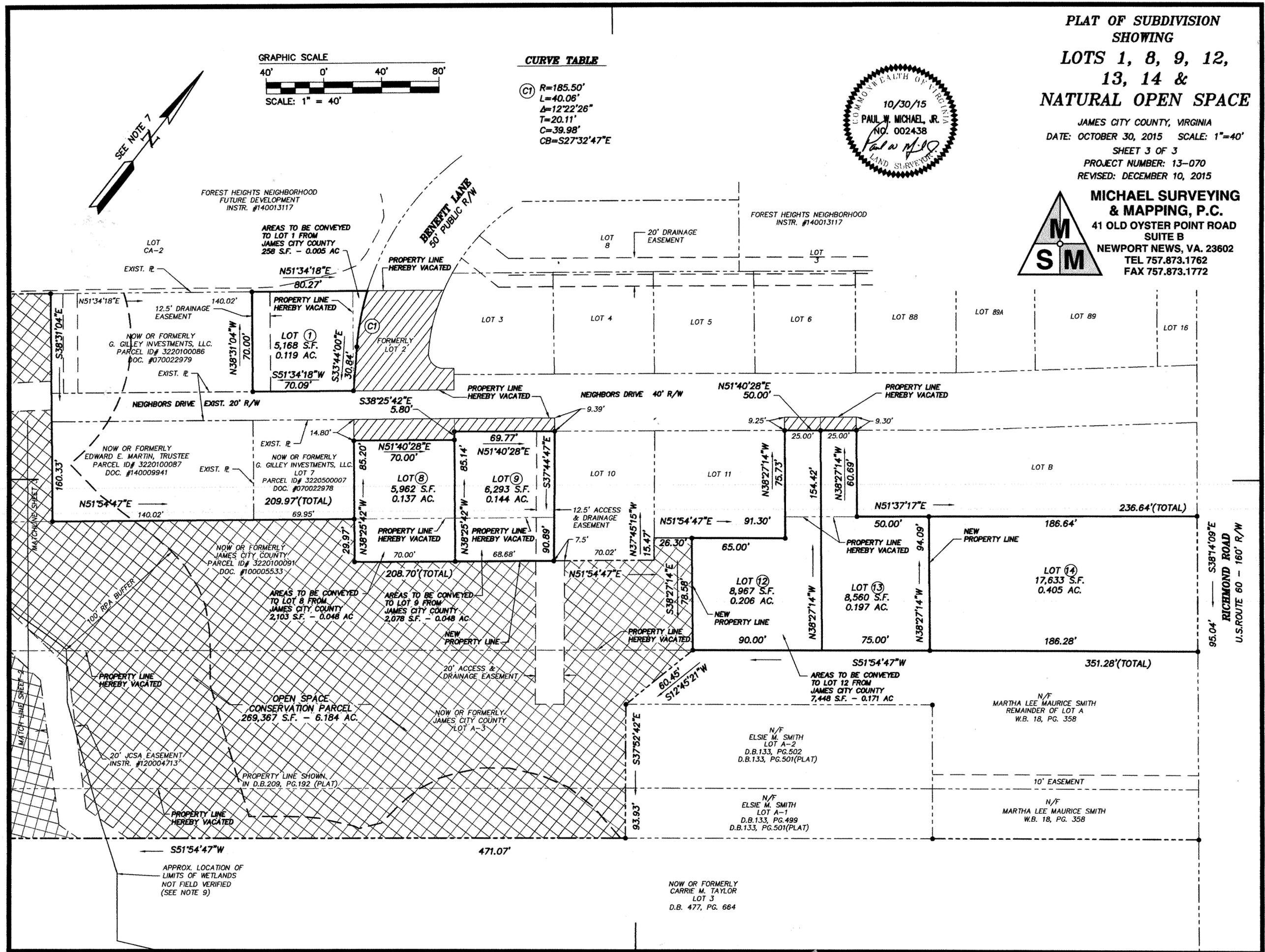
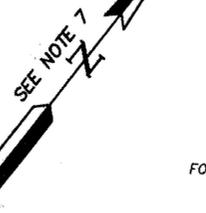


**MICHAEL SURVEYING  
& MAPPING, P.C.**  
41 OLD OYSTER POINT ROAD  
SUITE B  
NEWPORT NEWS, VA. 23602  
TEL 757.873.1762  
FAX 757.873.1772



**CURVE TABLE**

① R=185.50'  
L=40.06'  
Δ=12°22'26"  
T=20.11'  
C=39.98'  
CB=S27°32'47"E



APPROX. LOCATION OF  
LIMITS OF WETLANDS  
NOT FIELD VERIFIED  
(SEE NOTE 9)

NOW OR FORMERLY  
CARRIE M. TAYLOR  
LOT 3  
D.B. 477, PG. 664

N/F  
ELSIE M. SMITH  
LOT A-2  
D.B.133, PG.502  
D.B.133, PG.501(PLAT)

N/F  
MARTHA LEE MAURICE SMITH  
REMAINDER OF LOT A  
W.B. 18, PG. 358

N/F  
MARTHA LEE MAURICE SMITH  
W.B. 18, PG. 358



**ITEM SUMMARY**

DATE: 1/26/2016  
TO: The Board of Supervisors  
FROM: Suzanne R. Mellen, Director of Financial and Management Services  
SUBJECT: Pre-Budget Public Hearing

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**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Budget	Mellen, Sue	Approved	1/9/2016 - 4:41 PM
Financial Management	Mellen, Sue	Approved	1/9/2016 - 4:41 PM
Publication Management	Burcham, Nan	Approved	1/11/2016 - 7:40 AM
Legal Review	Kinsman, Adam	Approved	1/12/2016 - 10:56 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:58 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 10:58 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 11:05 AM

**MEMORANDUM**

DATE: January 12, 2016  
TO: The Board of Supervisors  
FROM: Suzanne R. Mellen, Director of Financial and Management Services  
SUBJECT: Pre-Budget Public Hearing - FY 2017-2018 Biennial Budget

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The purpose of this public hearing is to invite comments and suggestions from citizens for the upcoming County Budget. The comments and suggestions made at this pre-budget Public Hearing will help guide staff in preparing a budget proposal for the Board's review in April. No Board action is requested at this time.

SRM/tlc  
PH-2017-18Bud-mem

**ITEM SUMMARY**

DATE: 1/26/2016  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

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**ATTACHMENTS:**

	Description	Type
□	Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/19/2016 - 11:26 AM

## MEMORANDUM

DATE: January 26, 2016  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

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The following is a summary of activities that took place January 4 through January 19, 2016:

### January 4, 2016 (Monday)

- Met with Sue Mellen, FMS director
- Met with supervisor Sue Sadler
- Met with supervisor Ruth Larson
- Attended Board of Supervisors Organizational Meeting

### January 5, 2016 (Tuesday)

- Met with Rebecca Vinroot, community services deputy director
- Met with Tim Trant regarding potential senior residential community coming to James City County
- Met with Ania Eckhardt, administrative and FOIA coordinator

### January 6, 2016 (Wednesday)

- Speaking engagement at Kiwanis meeting
- Met with Brett Lewis, communications specialist; video shoot: Board meeting recap
- Attended Jamestowne Settlement welcome reception for Hilton Head Christian Academy visiting James City County
- Attended Hampton Roads Planning District Commission Chief of Administrative Officers meeting

### January 7, 2016 (Thursday)

- Met with Russell Seymour, economic development director
- Met with Latara Branch, civic engagement coordinator
- Conference Call with Clarion, strategic planning consultants, Jody Puckett, communications director and Ania Eckhardt, administrative and FOIA coordinator
- Met with Scott Barrett, Cox Cable representative, Randy Hisle, chief video engineer and Jody Puckett, communications director
- Met with Tom Coghill, building safety & permits director
- Met with Teresa Fellows, administrative coordinator
- Met with Jody Puckett, communications director and Latara Branch, civic engagement coordinator
- Attended Community Public Safety meeting

### January 8, 2016 (Friday)

- Attended WJCC Schools Foundation Celebration and Tour
- WMBG Radio

January 11, 2016 (Monday)

- Attended Project Team meeting with Clarion
- Met with supervisor Sue Sadler
- Attended Technical Advisory Group meeting with Clarion
- Met with supervisor John McGlennon
- Attended Strategic Planning Advisory Group meeting with Clarion

January 12, 2016 (Tuesday)

- Met with Jody Puckett, communications director and Latara Branch, civic engagement coordinator
- Attended Board of Supervisors meeting

January 13, 2016 (Wednesday)

- Met with Doug Powell, JCSA general manager and Stephanie Luton, JCSA assistant general manager
- Met with Diana Hutchens, community services director and Rebecca Vinroot, community services deputy director
- Met with Mr. Curtis
- Attended Neighborhood Forum

January 14, 2016 (Thursday)

- Met with John Horne, general services director
- Met with Executive Leadership Team

January 15, 2016 (Friday)

- Attended James City County Service Awards
- Met with Ben Ellington
- WMBG Radio

January 19, 2016 (Tuesday)

- Met with Jody Puckett, communications director
- Met with Doug Powell, JCSA general manager and Stephanie Luton, JCSA assistant general manager
- Met with Sue Mellen, FMS director
- Met with Dick Atkinson, President of Fernbrook HOA and Rossie Carroll, VDOT Williamsburg Residency Administrator; drainage matters

**ITEM SUMMARY**

DATE: 1/26/2016

TO: The Board of Supervisors

FROM: Leanne Pollock, Staff Liaison to the Historical Commission

SUBJECT: Historical Commission Appointments

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**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	New membership applications	Backup Material
▣	Membership application for Frank Abbott	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	1/4/2016 - 3:27 PM
Development Management	Purse, Jason	Approved	1/4/2016 - 3:46 PM
Publication Management	Burcham, Nan	Approved	1/4/2016 - 4:39 PM
Legal Review	Kinsman, Adam	Approved	1/7/2016 - 5:00 PM
Board Secretary	Fellows, Teresa	Approved	1/8/2016 - 9:45 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 10:51 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:52 AM

**ITEM SUMMARY**

DATE: 1/26/2016

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator & Interim County Attorney

SUBJECT: Planning Commission Appointment

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**ATTACHMENTS:**

	Description	Type
▣	Planning Commission Appointment	Cover Memo
▣	Letter of Interest - Mr. Drummond	Exhibit
▣	Robert's District Applications	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:49 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 10:52 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:54 AM
Publication Management	Boles, Amy	Approved	1/12/2016 - 11:34 AM
Legal Review	Kinsman, Adam	Approved	1/12/2016 - 11:39 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 2:10 PM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 2:14 PM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 2:38 PM

**ITEM SUMMARY**

DATE: 1/26/2016  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Certification of Closed Session

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**ATTACHMENTS:**

	Description	Type
□	Certification Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/19/2016 - 2:48 PM

**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1), consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of January, 2016.

012616bos-ex-res

**ITEM SUMMARY**

DATE: 1/26/2016  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until 4 pm on February 9, 2016 for the Work Session

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/19/2016 - 11:28 AM