

**AG E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 9, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leader - Sannaa Atwood, a 4th grade student at James River Elementary and a resident of the Roberts District

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

**F. PRESENTATIONS**

1. Cox Communications Update
2. Hands Together Event

**G. CONSENT CALENDAR**

1. Minutes Adoption - January 4, 2016 Organizational Meeting
2. CY 16 V-STOP GRANT - \$55,834
3. Human Services Center Partial Renovation

**H. PUBLIC HEARING(S)**

1. Case No. SUP-0007-2015. St. Olaf Catholic Church Special Use Permit

**I. BOARD CONSIDERATION(S)**

1. Skiffes Creek Switching Station Request for a Delay by Applicant to August 9, 2016

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

1. County Administrator's Report

**L. PUBLIC COMMENT**

**M. CLOSED SESSION**

**N. ADJOURNMENT**

1. Adjourn until 8 am on February 11, 2016 for VACo Government Day at the Capitol

**ITEM SUMMARY**

DATE: 2/9/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Pledge Leader - Sannaa Atwood, a 4th grade student at James River Elementary and a resident of the Roberts District

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/28/2016 - 9:11 AM

**ITEM SUMMARY**

DATE: 2/9/2016  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Cox Communications Update

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/29/2016 - 10:53 AM

**ITEM SUMMARY**

DATE: 2/9/2016  
TO: The Board of Supervisors  
FROM: Rebecca Vinroot, Interim Director, Community Services  
SUBJECT: Hands Together Event

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**ATTACHMENTS:**

	Description	Type
□	Presentation	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/4/2016 - 3:00 PM

# HANDS TOGETHER

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## HISTORIC TRIANGLE

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Touching the Lives  
of Neighbors in Need

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# History

- LEAD Historic Triangle's Class of 2013 created “Hands Together Historic Triangle,” a one-day event to gather necessary services in one place and offer an access point for the precariously housed members of our community
- The Historic Triangle is home to hundreds of area families who are “precariously housed” or homeless and need help accessing necessities such as shelter, food and medical care
- The core providers are medical services, non-profit agencies and governmental services.



*No new services  
are created – just  
combining  
existing resources  
for better access!*





# The Event

- Now in its 4<sup>th</sup> year , it is a collaboration with local businesses, non-profit groups, faith-based organizations and government agencies to bring necessary services under one roof to help families in need.
- “Hands Together Historic Triangle” brings together needed resources under one roof to offer expanded access to people who need them, but would ordinarily have challenges getting to all of them on their own.





**HANDS  
TOGETHER**  
HISTORIC  
TRIANGLE



# Providers

**Alcoholics Anonymous**

**Avalon**

**Consumer Credit Counseling**

**Child Family Connection**

**Child Development Resources**

**Colonial Behavioral Health**

**FISH**

**JCC Social Services**

**JC Lions Club**

**JCC Housing Department**

**Lackey Free Clinic**

**Literacy for Life**

**Meals on Wheels**

**Olde Towne Medical Clinic**

**Sentara Medical Group**

**Salvation Army Social Services  
and Transitional Housing**

**City of Williamsburg social  
services**

**WJCC school district**

**Community Action Agency**

**York-Poquoson Social services**

**Williamsburg Farmers Market**

**Williamsburg Regional Library**

**Veterans Homeless Outreach**

**Thomas Nelson Dental students**

**VEC**

**YMCA**

**WATA**



# Book a Librarian for Hands Together: Historic Triangle!

Do you need help with:

- basic computer skills?
- setting up an email account?
- job searching?
- applying for a job online?
- using WRL's downloadable collections?

Williamsburg Regional Library offers 30-minute appointments with professional librarians for technology assistance.

Bring this coupon to the Adult Services Reference Desk, leave a contact number for a librarian to contact you, or call 259-4050.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_ Today's date: \_\_\_\_\_  
Preferred Library location to meet: (check one or both)  
Williamsburg Library \_\_\_\_\_ James City County Library \_\_\_\_\_  
Topic of your request:  
setting up/using an email account \_\_\_\_\_  
job searching/applications \_\_\_\_\_  
downloading/magazines (if applicable) \_\_\_\_\_



# Services

Each year, additional services have been added to serve the needs of people who need a hand up, including:

- Veterans' administration
- Legal services
- AIDS testing
- Bike repair
- Haircuts
- Car repair
- Notary services
- Photographs



# Guests

- This event is not open to the public, per se – it's advertised directly through the social services networks including the United Way
- Postcards are given to all social service agencies to share with their clients, as determined by the case worker
- No person in need will be turned away
- The intake process is managed by trained United Way staffers
- Not just the stereotypical “homeless” but also people living in temporary housing or who are paycheck to paycheck



# Tailored Benefits

- Lunch is provided during the event and guests and navigators share their meal at the same time
- Each guest is able to select items from the “store” at no charge, including toiletries, gift cards, clothing, hygiene products and food
- Child care is provided for the day of the event so adults can focus on their navigation to necessary booths
- Event is specifically scheduled to be at the end of the winter to help people as they run out of resources before tourist season begins, and on a Monday (the most common day off in the service industry)





# Community Awareness

- A community-wide issue requires a community-wide solution
- The connections made in the community further understanding of our community's needs related to housing, employment and access to services (governmental or charity)
- Coordinated with the winter shelter (Community of Faith Mission)
- Increase the recognition that there are people in need including but not limited to homeless and precariously housed



# Navigators

- One of the most important roles is the navigators who are paired with our guests to help them find the booths of the services they need
  - We have recruited more than 300 volunteers for each event
- Navigators receive training prior to the event
- Navigators feel that they are doing something useful to help the homeless, replacing a sense of futility
- The benefit is not just for the guests though, navigators often report feeling a sense of empathy that they didn't have before
- We are always looking for navigators with foreign language skills





# How to Help

- Volunteer to help plan the event
- Volunteer the day of the event
- Donate money
- Donate non-perishable food
- Bring your organization to volunteer together
- Connect us with services that are needed by this population
- Raise awareness of homelessness in the greater Williamsburg area



# Details

The 2016 event is  
March 7th from 10 a.m. to 4 p.m.  
at  
Quarterpath Recreation Center off  
Page Street / Route 60.

*We thank you for what  
your hands  
bring to share with our  
neighbors in need.*

For more information, please contact:

[HandsTogetherVolunteers@gmail.com](mailto:HandsTogetherVolunteers@gmail.com)

[HandsTogetherGuests@gmail.com](mailto:HandsTogetherGuests@gmail.com)

[www.HandsTogetherHistoricTriangle.com](http://www.HandsTogetherHistoricTriangle.com)



**ITEM SUMMARY**

DATE: 2/9/2016  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - January 4, 2016 Organizational Meeting

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**ATTACHMENTS:**

	Description	Type
▣	010416 Org Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/2/2016 - 4:11 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**ORGANIZATIONAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 4, 2016**  
**4:00 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, Assistant County Administrator

**C. ORGANIZATIONAL MEETING**

1. Nominations of Chairman and Vice Chairman with Elections to Follow

Mr. Hipple asked for nominations for Chairman.

Ms. Sadler nominated Mr. Onizuk for Chairman.

Mr. McGlennon nominated Mr. Hipple for Chairman.

As there were two nominations, the Board was asked to cast its vote for the member that it wished to see as Chairman.

On a roll call vote, the vote was as follows:

Ms. Larson voted for Mr. Hipple.  
Mr. McGlennon voted for Mr. Hipple.  
Mr. Onizuk voted for Mr. Onizuk.  
Ms. Sadler voted for Mr. Onizuk.  
Mr. Hipple voted for Mr. Hipple.

Mr. Hipple elected to continue as Chairman for the new year.

Mr. Hipple nominated Mr. McGlennon for Vice Chairman.

A motion to Elect was made by Mr. Hipple and the motion result was Passed.

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

2. Seating Assignments

Mr. Hipple explained that the Chairman sits next to the County Administrator on the dais and that is seat number five. The rest of the Board members will draw numbers, one through four, to determine where the rest of the Board will sit at the dais.

Mr. McGlennon drew seat one.  
Ms. Larson drew seat two.  
Mr. Onizuk drew seat three.  
Ms. Sadler drew seat four.

Mr. McGlennon stated that someone had mentioned the idea of randomizing the voting or using an electronic voting system. He was curious as to what the Board thought about the topic.

Mr. Hill stated that at the moment there is not an electronic voting system in place, but it can be done if that is the Board's direction.

Ms. Sadler questioned how randomizing the votes would be achieved.

Mr. Kinsman stated that he controls the computer at the staff table in the Board room and can utilize a website called randomize.com and just enter your names and it will give a random order each time with the Chairman always voting last.

Ms. Sadler questioned the benefits of randomizing the voting.

Mr. McGlennon stated that the basic argument for random voting is that there is no structural pressure on the votes, no pressure on someone voting at the end to fall in line with the previous votes and removes the impression that the later voters are in a more decisive position than the early voters.

Ms. Larson stated that she is in favor of the random voting as it takes pressure and focus off the strategy of voting and puts the focus back on the issue at hand.

Ms. Sadler stated that she is in favor of the random voting, but would be cautious about the electronic voting because of cost.

Ms. Larson asked for an estimate on the electronic voting be provided when possible.

The rest of the Board agreed to the randomizing of the votes during the meeting for now.

### 3. Establishment of Meeting Dates, Places and Times

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

Mr. Hill requested that the January 26, 2016, Work Session be moved to February 9, 2016. He stated that the Board Budget Retreat is on January 23 and did not feel that there was adequate time between the Budget Retreat and the Strategic Planning Work Session to divest the information from the Budget Retreat and its implications on the Strategic Plan.

The Board agreed to the changing of the January 26 work session to February 9.

General discussion ensued regarding the second meeting in November being the same week as the Thanksgiving holiday.

Mr. Hipple requested that updated calendars be sent out to the Board.

4. Adoption of Rules of Order

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

Mr. Kinsman gave the Board an overview of the memorandum and resolution included in the Agenda Packet.

5. 2016 Tentative Work Session Agenda

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

Mr. Hill gave an overview of the tentative work session topics for the year that was included in the Agenda Packet.

6. Commission/Committee Appointments

A motion to Appoint Individuals to Boards and Commissions was made by Mr. Hipple and the motion result was Passed.

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

The Board generally discussed the various Boards and Commissions that Board members serve on throughout the region.

Mr. Hipple made a motion to appoint the individual Board members to the following commissions:

Hampton Roads Planning District Commission	Mr. Hipple
Hampton Roads Transportation Planning Organization	Mr. Hipple
Hampton Roads Transportation Accountability Commission	Mr. Hipple
School Liaison	Mr. Hipple Ms. Larson
Historic Triangle Collaborative	Ms. Larson
Economic Development Authority Liaison	Ms. Larson
Williamsburg Area Destination Marketing Committee	Mr. Onizuk
Williamsburg Land Conservancy	Mr. Onizuk
Greater Williamsburg Chamber and Tourism Alliance	Mr. Onizuk
Virginia Peninsula Regional Jail Authority	Mr. McGlennon
High Growth Coalition	Mr. McGlennon
Williamsburg Area Medical Assistance Corp (WAMAC)	Mr. McGlennon
Hampton Roads Military and Federal Facilities Alliance	Ms. Sadler
Agricultural and Forestal District Advisory Committee	Ms. Sadler
Greater Peninsula Workforce Development Consortium	Ms. Sadler
Peninsula Council for Workforce Development	Ms. Sadler

**D. BOARD CONSIDERATION(S)**

1. Appointment - Interim County Attorney

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

Mr. Hill gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. Hill asked the Board for direction on the hiring process for a new County Attorney.

Mr. Hipple stated that the County Attorney is hired and fired by the Board and works for the Board. However, on a daily basis, it is difficult for the Board to judge the performance of the County. So, previously, the Board asked the County Administrator to have oversight over the County Attorney and to report back to the Board on job performance. The Attorney does not report to the County Administrator. He also briefly discussed the hiring process for the County Attorney that was used last year.

General discussion ensued about the hiring process. Mr. McGlennon recommended having a Board member serve on the committee with other staff that will be reviewing applications and narrowing down the field to the top candidates. At that point, all Board members will meet with the candidates and make a decision on the hiring.

Mr. Onizuk agreed with the recommendation from Mr. McGlennon, but stipulated that all the applications be available to the Board should it desire to review them.

Ms. Sadler and Ms. Larson agreed with the recommendations as well.

Mr. McGlennon and Ms. Larson agreed to serve on the review committee with staff.

Mr. Kinsman noted that because the Board is designating a subcommittee, all the meetings of that subcommittee will be subject to FOIA and require advertising and minutes to be taken.

2. Temporary Williamsburg Regional Library Board of Trustees Appointment

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

Mr. Kinsman gave an overview of the memorandum included in the Agenda Packet. He recommended that the Board of Supervisors appoint Ms. Tara Woodruff, director of budget and accounting division, to the WRL Board of Directors, effective immediately. This appointment shall continue until his legal conflict is resolved, at which time Mr. Kinsman shall resume his duties on the WRL Board of Directors.

3. WATA Appointments

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

Mr. Kinsman gave an overview of the memorandum included in the Agenda Packet. He recommend that the Board of Supervisors appoint Mr. Paul Holt, Planning Director, to fill the balance of his unexpired term, effective January 4, 2016. In addition, the Board may appoint two alternate members to serve on the WATA Board should either of the two regular members be unable to attend a meeting.

He also recommended that the Board appoint Ms. Grace Boone, assistant director for General Services, and Mr. John Galganski, assistant fire chief, to serve as alternate WATA Board members.

4. Appointment - Director of Emergency Management

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

Mr. Kinsman gave an overview of the memorandum and resolution included in the Agenda Packet.

5. Bank Resolution 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

Mr. Kinsman gave an overview of the memorandum and resolution included in the Agenda Packet.

6. Release of New County Website

Mr. Hill announced the launch of the new County website. He introduced the staff members involved in the development of the new website, Mr. Patrick Page, Ms. Tina Colonna and Mr. Chris Coleman.

A tutorial and preview of the new website was then shown to the Board.

The Board thanked staff for all of their hard work.

**E. CLOSED SESSION**

**F. BOARD REQUESTS AND DIRECTIVES**

General discussion ensued on how the Board operates, how the Board interacts with the County Administrator (the position not the person) and how does the Board interact with staff. There was a consensus on being transparent, on allowing the County Administrator to manage his team and the day-to-day operations with the overall direction of the Board, and on having a fair dissemination of information. The creation of the agenda was discussed and the process explained for meeting with the County Administrator prior to the Board meeting to discuss the agenda items.

Mr. Hill asked for the Board to give its opinion on the signing of the Urban Crescent Letter of Support of Education Funding that is being sent to the State.

The Board voiced its agreement to the letter and authorized Mr. Hill and Mr. Hipple to sign it.

The Board generally agreed to the weekly synopsis email from Mr. Hill, but did request that important or time-sensitive issues be communicated as necessary.

1. Agenda Format Discussion

Ms. Sadler questioned the idea of the Public Caucus that Mr. Hill brought up last year and asked him to explain how it would work.

Mr. Hill briefly described the Public Caucus and how it allows for the Board to engage with individual citizens that bring issues to the Board. He stated that it also allows the Board to engage with each other.

Ms. Sadler asked if it was something that could be done on a trial basis, to see if it is compatible with the Board and the citizens.

Mr. Hill stated that he will accommodate whatever the Board desires.

General discussion ensued about the format of the agenda, the sign up process and public comments being germane to the work of the Board.

It was stated that the Board meeting system is set up to deter the "on the fly" type of decision making. The concern of the Public Caucus is that the citizens would be expecting an answer on the spot and that is not always feasible as information and research needs to be gathered before making an informed decision.

General discussion ensued regarding Public Comment.

Ms. Larson stated that she does not feel like she understands the Public Caucus enough to say yes or no to the change in agenda. She also does not feel like she has had the ability to experience the agenda format as a Supervisor and does not feel ready to make a decision on what works and what does not. She asked if this discussion could be tabled until after a few meetings.

Mr. Hipple stated yes. He recommended that the Board could reevaluate the agenda format in March and that would allow Ms. Larson and Ms. Sadler time to evaluate the format from the dais.

Mr. Kinsman clarified that the desire of the Board is to revisit the agenda format discussion at the March work session.

The Board voiced its agreement.

Mr. Hipple welcomed Ms. Sadler and Ms. Larson to the Board. He stated that he will be sending out an email asking each Supervisor to give him a list of topics or goals that they would like to see the Board accomplish throughout the year.

**G. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on January 12, 2016

A motion to Adjourn 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

At 5:37 p.m., Mr. Hipple adjourned the Board.

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Bryan J. Hill  
County Administrator

**ITEM SUMMARY**

DATE: 2/9/2016

TO: The Board of Supervisors

FROM: Suzanne R. Mellen, Director of Financial and Management Services

SUBJECT: Grant Award – Commonwealth Attorney – V-STOP Grant Program Fund - \$55,834

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**ATTACHMENTS:**

	Description	Type
▣	CY 16 V-STOP Memo	Cover Memo
▣	CY 16 V-STOP Reso	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Accounting	Mellen, Sue	Approved	1/12/2016 - 4:50 PM
Financial Management	Mellen, Sue	Approved	1/12/2016 - 4:51 PM
Publication Management	Burcham, Nan	Approved	1/13/2016 - 7:39 AM
Legal Review	Kinsman, Adam	Approved	1/25/2016 - 1:32 PM
Board Secretary	Fellows, Teresa	Approved	1/25/2016 - 2:54 PM
Board Secretary	Kinsman, Adam	Approved	1/25/2016 - 3:30 PM
Board Secretary	Fellows, Teresa	Approved	1/25/2016 - 4:55 PM

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

DATE: February 9, 2016

TO: The Board of Supervisors

FROM: Suzanne R. Mellen, Director of Financial and Management Services

SUBJECT: Grant Award - Commonwealth Attorney - V-STOP Grant Program Fund - \$55,834

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The Commonwealth Attorney has been awarded a \$55,834 (Federal share \$28,372; County Match \$27,462) grant from the V-STOP Grant Program Fund through the State Department of Criminal Justice Services. The grant will fund the personnel costs for the continuation of a position to advocate for victims of crimes involving domestic violence, sexual abuse and stalking. The Commonwealth Attorney has been successful in obtaining this grant for more than 10 years and plans to apply for this grant in the future.

The attached resolution appropriates these funds to the Special Projects/Grant Fund through December 31, 2016.

Staff recommends adoption of the attached resolution.

SRM/nb  
GA-VStop16-mem

Attachment

**RESOLUTION**

**GRANT AWARD - COMMONWEALTH ATTORNEY –**

**V-STOP GRANT PROGRAM FUND - \$55,834**

WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$55,834 grant (Federal share \$28,372; County Match \$27,462), which is awarded annually from the V-STOP Grant Fund through the State Department of Criminal Justice Services; and

WHEREAS, this grant would fund the personnel costs to advocate for victims of crimes involving domestic violence, sexual abuse and stalking beginning January 1, 2016 through December 31, 2016; and

WHEREAS, this grant requires a local cash or in-kind match of \$27,462, which is available in the Commonwealth Attorney’s general fund account.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the Special Projects/Grants Fund through December 31, 2016, for the purposes described above:

Revenues:

CY 16 V-STOP Department of Criminal Justice Services Federal Revenue (DCJS)	\$28,372
CY 16 V-STOP James City County Matching Funds	<u>27,462</u>
Total	<u>\$55,834</u>

Expenditure:

CY 16 V-STOP Grant Program	<u>\$55,834</u>
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\_\_\_\_\_  
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 9th day of February, 2016.

**ITEM SUMMARY**

DATE: 2/9/2016  
TO: Board of Supervisors  
FROM: Barry E. Moses, Capital Projects Coordinator  
SUBJECT: Human Services Center Partial Renovation

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**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution
▣	Attachment	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Moses, Barry	Approved	1/22/2016 - 2:02 PM
General Services	Horne, John	Approved	1/25/2016 - 2:05 PM
Publication Management	Burcham, Nan	Approved	1/25/2016 - 3:07 PM
Legal Review	Kinsman, Adam	Approved	1/25/2016 - 3:31 PM
Board Secretary	Fellows, Teresa	Approved	1/25/2016 - 4:55 PM
Board Secretary	Kinsman, Adam	Approved	1/28/2016 - 9:08 AM
Board Secretary	Fellows, Teresa	Approved	1/28/2016 - 9:10 AM

**MEMORANDUM**

DATE: February 9, 2016  
TO: The Board of Supervisors  
FROM: Barry E. Moses, Capital Projects Coordinator  
SUBJECT: Contract Award – Partial Renovation of Human Services Center

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As part of the approved James City County FY 2016 budget, a partial renovation was planned for the Human Services Center. The renovations of the center, built in the mid-1980's, include a complete roof replacement of the asphalt shingle roof, electrical panel upgrades, improved lighting, HVAC upgrades and renovation of finishes, doors and furnishings in the central portion of the building which comprises the public access/waiting area. Improvements to bring more of the building up to current Americans with Disabilities Act requirements are also being made, focusing mainly on the public restroom facilities. The plans specify phased construction to allow continuous operations in the facility during the renovations. Bids were opened on January 20, 2016 and after careful consideration, it was determined that six responsive and responsible bids were provided. The bids are listed below:

<u>Firm</u>	<u>Amount</u>
1st Class Contractors	\$1,344,000
Conrad Brothers	\$1,280,000
David Nice Builders	\$1,249,800
Kenbridge	\$1,165,000
Noah Enterprises	\$1,153,688
Haley Builders	\$1,143,000

Haley Builders provided references that attested to the company's ability to perform the work and the company has been determined to be the lowest responsive and responsible bidder. The bidders were instructed to include an additive price for replacing the PVC roofing in the equipment wells. Haley Builder's price for the additive work is the lowest among all the bids at \$56,750. The total contract amount with the additive work is \$1,199,750 which is within budget. Funds for the contract are available in the approved Capital Improvement Project budget.

Attached is a resolution authorizing the contract award to Haley Builders for the partial renovation of the Human Services Center. Staff recommends approval of the attached resolution.

BEM/ab  
CA-HSCRenovation-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD -**

**PARTIAL RENOVATION OF THE HUMAN SERVICES CENTER - \$1,199,750**

WHEREAS, this project is necessary to replace the leaking roof and update interior finishes and mechanical equipment; and

WHEREAS, funds are available from the Capital Improvements Project account; and

WHEREAS, six responsive and responsible bids were considered for award and Haley Builders was the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contract in the amount of \$1,199,750 for the partial renovation of the Human Services Center to Haley Builders.

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

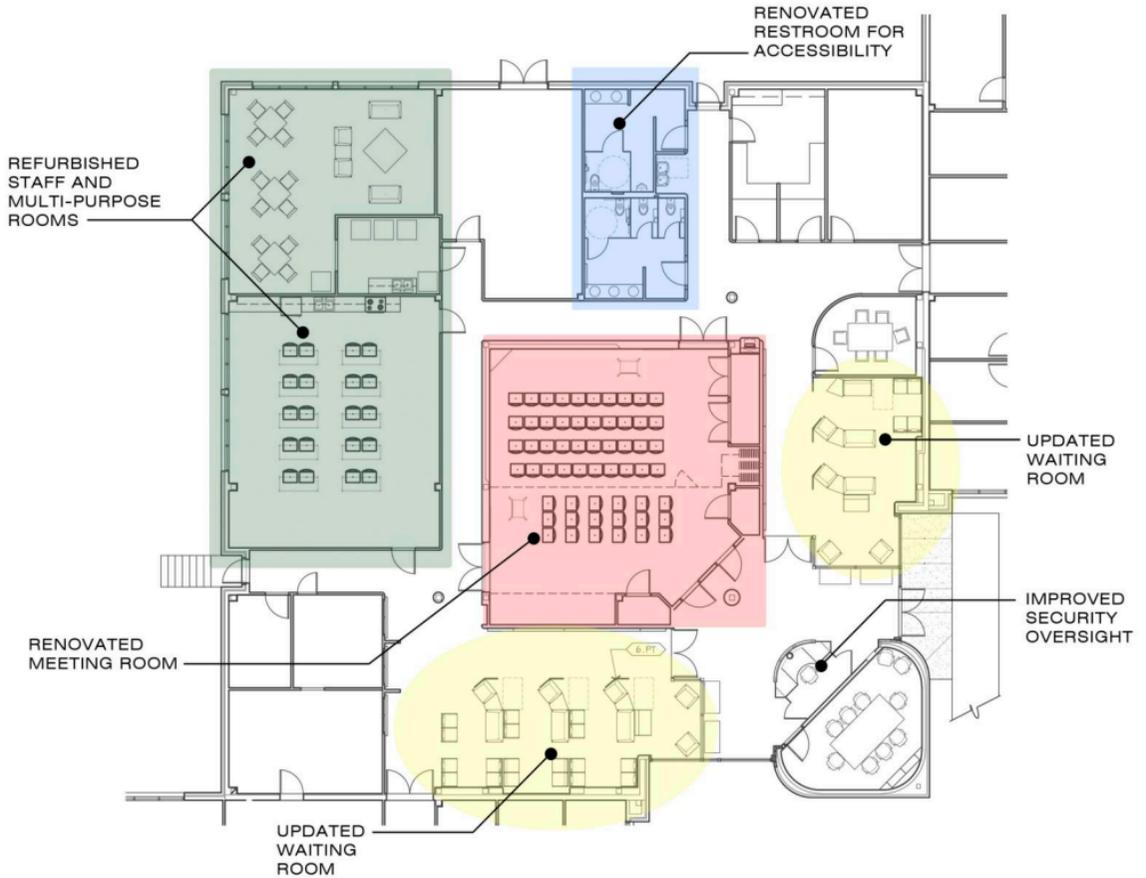
ATTEST:

\_\_\_\_\_  
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 9th day of February, 2016.

CA-HSC-Renovations-res



**ITEM SUMMARY**

DATE: 2/9/2016  
TO: The Board of Supervisors  
FROM: Jose Ribeiro, Senior Planner II  
SUBJECT: Case No. SUP-0007-2015. St. Olaf Catholic Church Special Use Permit

---

**ATTACHMENTS:**

	Description	Type
▣	Staff Report	Staff Report
▣	Resolution	Resolution
▣	Location Map	Exhibit
▣	Unapproved PC minutes	Backup Material
▣	Revised Architectural Elevations	Exhibit
▣	Adopted Architectural Elevations	Exhibit
▣	Design Narrative	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	1/22/2016 - 11:02 AM
Development Management	Purse, Jason	Approved	1/22/2016 - 11:10 AM
Publication Management	Burcham, Nan	Approved	1/22/2016 - 11:30 AM
Legal Review	Kinsman, Adam	Approved	1/28/2016 - 9:07 AM
Board Secretary	Fellows, Teresa	Approved	1/28/2016 - 9:09 AM
Board Secretary	Kinsman, Adam	Approved	1/28/2016 - 9:11 AM
Board Secretary	Fellows, Teresa	Approved	1/28/2016 - 9:20 AM

## MEMORANDUM

DATE: February 9, 2016  
TO: The Board of Supervisors  
FROM: Jose Ribeiro, Senior Planner II  
SUBJECT: Case No. SUP-0007-2015 St. Olaf Catholic Church Special Use Permit Amendment

---

Mr. Bob Cosby of AES Consulting Engineers has applied to amend the adopted conditions for SUP-0006-2008 to allow for revised architectural elevations for the expansion of the house of worship. The original Special Use Permit (SUP) was part of a combined application (Z-0001-2008/MP-0001-2008/SUP-0006-2008/HW-0002-2008) approved by the Board of Supervisors on July 22, 2008. Following the recommendation of the Development Review Committee on December 2, 2015, the Planning Commission found the revised proposed elevations (Attachment No. 4) inconsistent with the elevations approved by the Board of Supervisors (Attachment No. 5). An amendment to the SUP conditions is therefore necessary in advance of site plan approval for a building with the new elevations.

St. Olaf Catholic Church is located within the Norge Community Character Area. The development standards listed in the 2035 Comprehensive Plan are intended to assist in the preservation of the integrity of the area, which includes, but it is not limited to, *“The architecture, scale, materials, spacing and color of the buildings should complement the historic character of the area.”* The project architect, Hopke & Associates, Inc., submitted a design narrative (Attachment No. 6) which outlines the proposed building materials and compatibility with the above referenced standard.

At its January 6, 2016 meeting, the Planning Commission recommended approval of this application by a vote of 5-0-1 (Drummond absent; O’Connor abstaining). No changes have been made to this application since the Planning Commission meeting.

### **STAFF RECOMMENDATION**

Staff finds the proposed elevations to be compatible with the surrounding zoning and development and consistent with the 2035 Comprehensive Plan. Staff recommends the Board of Supervisors approve this application subject to the amended and restated conditions listed in the attached resolution.

JR/nb  
SUP07-15StOlafChurchAmend-mem

### **Attachments:**

1. Resolution
2. Location Map
3. Unapproved Minutes of the January 6, 2016, Planning Commission Meeting
4. Revised Proposed Architectural Elevations dated June 4, 2015
5. Adopted Architectural Elevations dated June 24, 2008
6. Design Narrative for St. Olaf Catholic Church dated November 9, 2015, by Hopke & Associates

## RESOLUTION

CASE NO. SUP-0007-2015

### ST. OLAF CATHOLIC CHURCH SPECIAL USE PERMIT AMENDMENT

WHEREAS, the Board of Supervisors of James City County, Virginia, (the “Board”), has adopted by ordinance specific land uses that shall be subjected to a Special Use Permit (“SUP”) process; and

WHEREAS, the Board approved Case No. SUP-0006-2008 on July 22, 2008, which allowed for the operation of a house of worship of no more than 23,000 square feet and accessory uses on the property located at 104 Norge Ln. on land zoned R-8, Rural Residential, further identified as James City County Real Estate Tax Map Parcel No. 2320100016 (the “Property”), as shown on a plan titled “St. Olaf Catholic Church” date stamped July 15, 2008, prepared by AES Consulting Engineers (the “Master Plan”); and

WHEREAS, Mr. Robert Cosby, of AES Consulting Engineers has applied on behalf of the Catholic Diocese of Richmond c/o St. Olaf Catholic Church (the “Owner”), for an SUP to amend approved SUP-0006-2008 to allow revised architectural elevations for the house of worship on the Property; and

WHEREAS, the Planning Commission, following its public hearing on January 6, 2016, recommended approval of this application by a vote of 5-0-1; and

WHEREAS, a public hearing was advertised, adjoining property owners notified and hearing conducted on Case No. SUP-0007-2015.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after consideration of the factors in Section 24-9 of the James City County Code, does hereby approve the issuance of SUP-0007-2015 as described herein subject to the amended and restated conditions below. This issuance supersedes and replaces SUP-0006-2008 in its entirety.

1. This SUP shall be valid for the operation of a house of worship and accessory uses thereto as shown on the Master Plan prepared by AES Consulting Engineers date stamped July 15, 2008. Expansion and renovation activities shall result in no more than 23,000 square feet of total building area. No school use shall be permitted as part of this SUP.
2. Only one entrance shall be allowed onto Norge Lane and this entrance shall align with the entrance to the Norge Shopping Center. There shall be no entrances to the Property from Richmond Road.
3. Any new exterior site lighting shall be limited to fixtures which are horizontally mounted on light poles not to exceed 25 feet in height and/or other structures and shall be recessed fixtures with no bulb, lens or globe extending below the casing. The casing

shall be opaque and shall completely surround the entire light fixture and light source in such a manner that all light will be directed downward and the light source is not visible from the side. No glare, defined as 0.1 footcandle or higher, shall extend outside the Property lines. Limited lighting of the church building and the spire (no more than 20% of the overall facade) shall be permitted in such a manner that all light will be directed upward and the light source is not visible from the side. No glare, defined as 0.1 footcandle or higher, shall extend outside the Property lines.

4. Prior to final site plan approvals, the planning director shall review and approve the final architectural design of the building and any future expansions. Such building, and any future expansion, shall be reasonably consistent, as determined by the planning director, with the architectural elevations titled "St. Olaf Catholic Church" submitted with this SUP application, dated June 4, 2015, and drawn by Hopke & Associates, Inc.
5. The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority prior to final development plan approval. The standards shall include, but not be limited to such water conservation measures as limitations on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials including the use of drought resistant native and other adopted low water use landscaping materials and warm season turf where appropriate and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.
6. Installation of parking spaces on the site may be phased in step with the building phasing so long as all spaces needed to meet zoning ordinance requirements for any particular phase have been installed prior to issuance of a Certificate of Occupancy ("CO") for that phase.
7. For those areas on the Master Plan where the "Evergreen Screen" is indicated, a continuous evergreen buffer designed to screen the parking lot from the adjacent properties and comprised of a mixture of evergreen ornamental trees, evergreen trees that will reach the height of at least 40 feet at maturity and evergreen shrubs shall be planted which, at planting, are 125% of the size requirements listed in the zoning ordinance, and shall be generally as shown on the "St. Olaf Catholic Church Planning Board Commission Exhibit No. 1 Landscape Buffer Intent Adjacent to Residential Properties" prepared by AES and dated June 4, 2008. A landscape plan for the entire Property (to include the "Evergreen Screen" and the Route 60 Community Character Corridor buffer area, as specifically requested by the Planning Commission, and other areas of the site as required by the zoning ordinance) shall be submitted for review and approval by the Development Review Committee with the initial plan of development for the Property. All landscaping on this plan shall be installed or bonded prior to the issuance of a final CO for the building expansion area shown on the initial plan of development.
8. Within six months of issuance of a CO for the Phase I portion of the building expansion, the Owner shall be responsible for determining the maximum percent utilization (queue length/storage length) of the left-turn lanes at the Richmond Road/Norge Lane intersection just prior to and just after the Sunday mass meeting, and providing this information in a report to the Virginia Department of Transportation

("VDOT") for its approval so that VDOT can make any adjustments to the signal timings as may be necessary. If determined necessary by VDOT, additional reports shall be done within six months of CO for the other Phases: the need for any additional reports shall be determined prior to site plan approval of each of the Phases.

- 9. In implementing stormwater management improvements on the Property, the Owner shall make use of low impact design measures as outlined in the Community Impact Statement date stamped July 15, 2008, and approved by the director of engineering and resource protection.
- 10. Prior to issuance of the first CO for any portion of the building expansion, a sidewalk shall be constructed along the Richmond Road frontage of the Property. The sidewalk shall extend to adjoining property lines and have handicapped accessible ramps at any driveways or street intersections.
- 11. If construction has not commenced on this project within 36 months from the issuance of this SUP, the SUP shall become void. Construction shall be defined as obtaining permits for building construction and footings and/or foundation has passed required inspections.
- 12. This SUP is not severable. Invalidation of any word, phrase, clause, sentence or paragraph shall invalidate the remainder.

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

ATTEST:

VOTES

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
--	------------	------------	----------------

MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

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

Adopted by the Board of Supervisors of James City County, Virginia, this 9th day of February, 2016.

SUP07-15StOlafChurchAmend-res

# JCC-SUP-0007-2015

## St. Olaf Catholic Church SUP Amendment



Copyright Commonwealth of Virginia. The data contained herein are the property of the Commonwealth of Virginia. Distribution of any of these data to anyone not licensed by the Commonwealth is strictly prohibited.

330 660 990 Feet

## **Unapproved Minutes of the January 6, 2016 Planning Commission Meeting**

### **SUP-0007-2015, St. Olaf Catholic Church SUP Amendment**

Mr. Tim O'Connor stated that he is a member of the Design Committee for St. Olaf Catholic Church and would abstain from the discussion and vote.

Mr. José Ribeiro stated that Mr. Bob Cosby of AES Consulting Engineers has applied to amend the adopted conditions for SUP-0006-2008. Mr. Ribeiro stated that, more specifically, the request was to amend condition # 4 by replacing the original architectural elevations with revised ones. Mr. Ribeiro further stated that the amendment further clarifies that the design of the building and any further expansions must be reviewed and approved by the Director of Planning.

Mr. Ribeiro stated that, according to the applicant, the proposed changes would result in a modest increase of approximately 135 sq. ft. from the original building footprint. Mr. Ribeiro further stated that the original elevations called for a maximum building height of 50 feet with a height waiver approved by the Board of Supervisors to allow the construction of a 90 foot tall spire and cross. Mr. Ribeiro stated that the applicant has indicated that the revised elevations call for a maximum building height of 45 feet with the spire and cross no more than 90 feet above grade.

Mr. Ribeiro stated that St. Olaf Catholic Church is located within the Norge Community Character Area and that the development standards listed in the 2035 Comprehensive Plan are intended to assist in the preservation of the integrity of the area. Mr. Ribeiro stated that staff finds the revised elevations to be compatible with the development standards and the surrounding zoning and development; particularly in regard to the more traditional approach to architectural elements. Mr. Ribeiro stated that staff recommends that the Commission recommend approval of the application to the Board of Supervisors with the amended and restated conditions.

Ms. Bledsoe opened the public hearing.

As no one wished to speak, Ms. Bledsoe closed the public hearing.

Ms. Bledsoe called for disclosures from the Commissioners.

There were no disclosures.

Ms. Bledsoe opened the floor for discussion.

Mr. Richardson stated that he appreciated the work of the DRC in reviewing the application and that the new elevations worked well with the Norge Community Character Corridor.

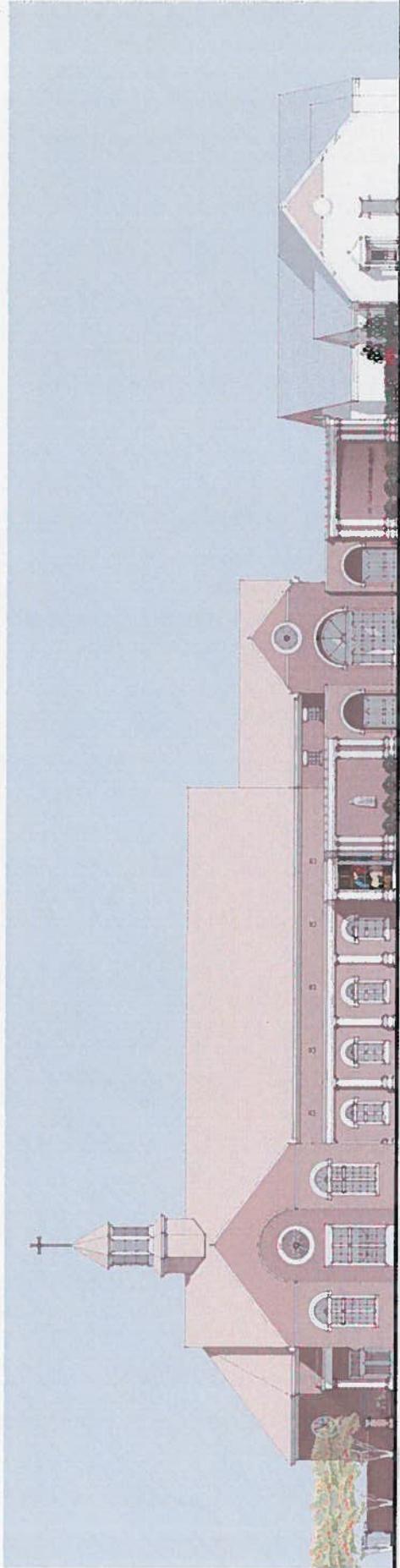
Mr. Krapf stated that he also believed the revised elevations were a much better fit with the intent of the development standards as well as the surrounding buildings.

Mr. Basic stated that he appreciated the applicant's willingness to work with staff to develop the revised elevations.

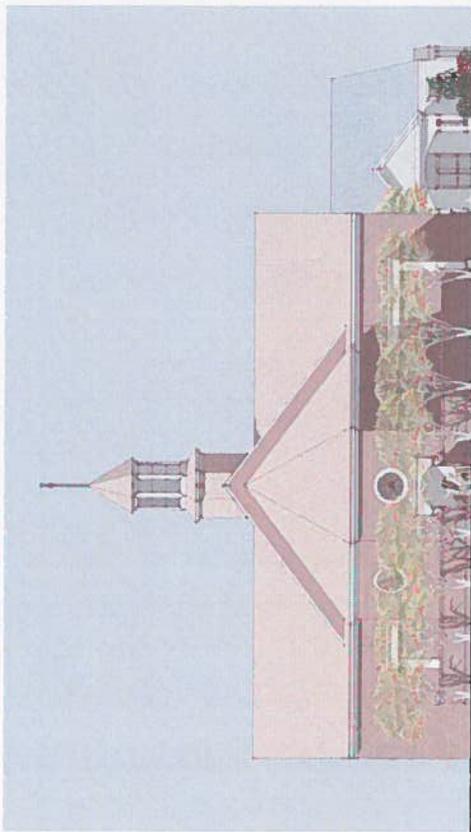
Ms. Bledsoe stated that she believes the revisions are a great improvement and compliment the area.

Mr. Krapf moved to recommend approval of the application.

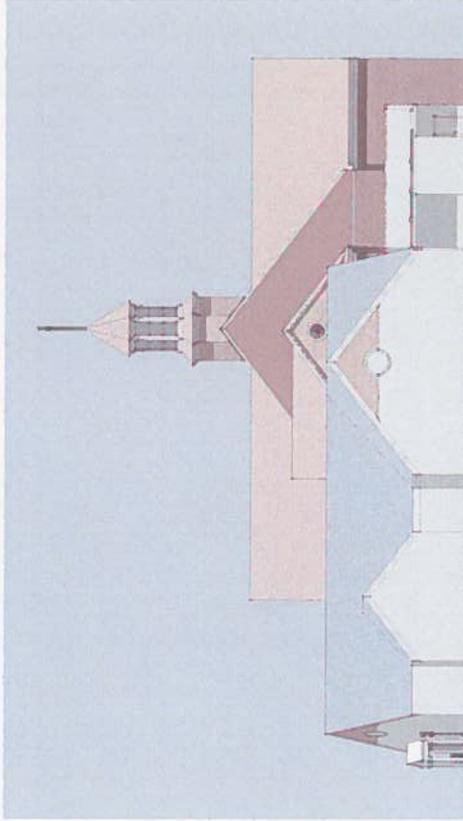
On a roll call vote the Commission voted to recommend approval of SUP-0007-2015, St. Olaf Catholic Church SUP Amendment (5-0-1, Mr. Drummond being absent and Mr. O'Connor abstaining).



FRONT ELEVATION



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION

DESIGN DEVELOPMENT ELEVATIONS for

ST. OLAF CATHOLIC CHURCH

JAMES CITY COUNTY VA

H & A 33054

SCALE: 3/32" = 1'-0"

04 JUN 2015

HORKE & ASSOCIATES, INC.

**CONSULTANTS**

**STRUCTURAL ENGINEERS:**  
The Mason Independence Center  
701 Market Street  
Suite 6000  
Philadelphia, PA 19106  
Tel: 215.592.9811  
Fax: 215.592.7863

**MPE ENGINEERS:**  
MPE Architects  
1500 Walnut Street, Suite 1400  
Philadelphia, PA 19107  
Tel: 215.592.7200  
Fax: 215.592.8708

**SAINT OLAF  
CATHOLIC CHURCH**  
104 Norge Lane  
Williamsburg, VA 23188

Revision	Date	By	Check
1	6/4/2008	RE	CD

REVISION / SUP SUBMITTAL

0729  
24 JUNE 2008  
CONCEPTUAL RENDERED  
ELEVATIONS (PERSPECTIVES +  
PHOTOS)

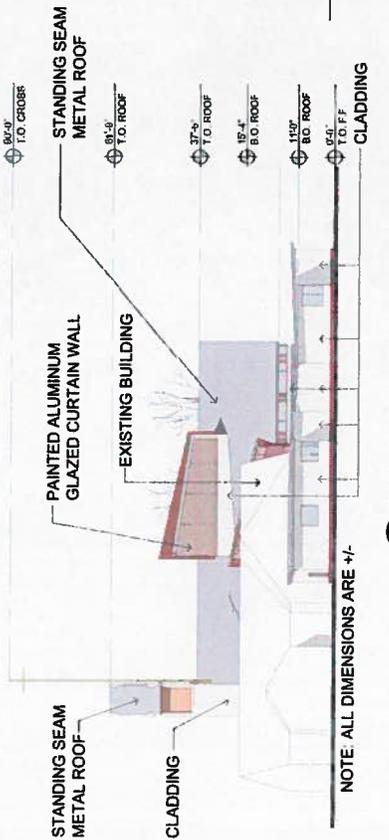
**S2**



**3** PERSPECTIVE FROM RICHMOND ROAD  
Scale: NTS



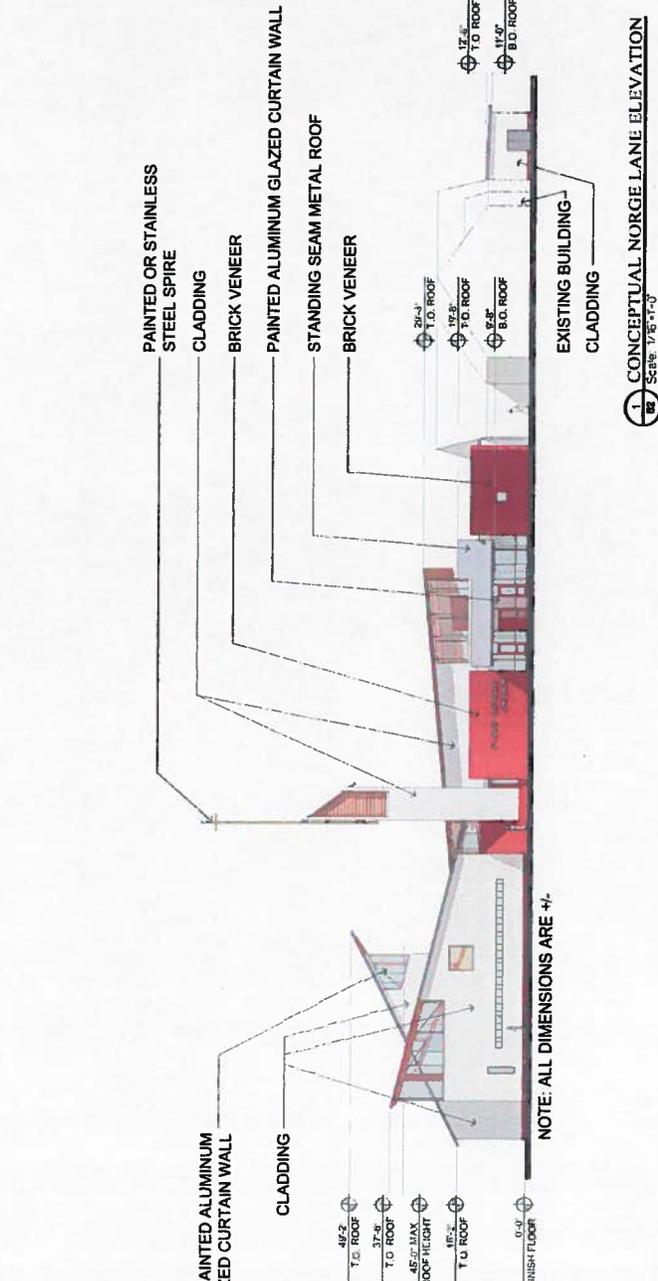
**3** PERSPECTIVE FROM NORGE LANE  
Scale: NTS



**3** CONCEPTUAL RICHMOND ROAD ELEVATION  
Scale: 1/8"=1'-0"  
NOTE: ALL DIMENSIONS ARE +/-

**EXTERIOR FINISHES SCHEDULE:**

<b>BRICK VENEER</b>	
1) FLEMISH BOND PATTERN	
OR	
2) RUNNING BOND PATTERN	
<b>CLADDING</b>	
VERTICAL AND/OR HORIZONTAL SIDING OF	
3) CEDAR (NATURAL FINISH)	
OR	
4) PAINTED FIBER CEMENT BOARD	
OR	
5) PAINTED ALUMINUM CLADDING	



**1** CONCEPTUAL NORGE LANE ELEVATION  
Scale: 1/8"=1'-0"  
NOTE: ALL DIMENSIONS ARE +/-

SUP-0007-2015

**DESIGN NARRATIVE for  
PHASE 2 EXPANSION to  
ST. OLAF CATHOLIC CHURCH  
NORGE, VIRGINIA**

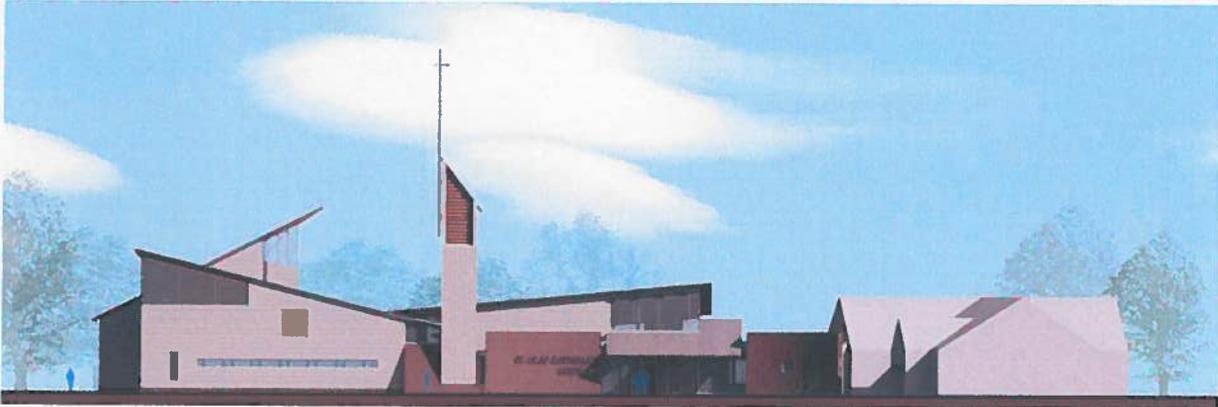
**PLANNING DIVISION**

**DEC 02 2015**

**RECEIVED**

November 9, 2015

The graphic below represents the front elevation of the County approved expansion to St. Olaf Catholic Church in Norge.



The approved expansion was to be constructed in two phases: Phase 1 – the Commons, and Phase 2 – the Worship Space. Phase 1 was completed in 2012 and the photograph at right shows the addition with the existing building in the background.



Currently, the Church is prepared to undertake Phase 2 of the expansion. However, in the interim, there was a change in thinking at both the local and Diocese level as to the architectural character that the expansion should take. While remaining in keeping with the Norge village sense of scale and materiality, it was desired that the building forms take on a traditional reference in lieu of the contemporary vocabulary originally envisioned. HOPKE & ASSOCIATES was engaged to re-plan the Phase 2 expansion to achieve that goal. Below is the proposed new front elevation.



The new proposed design draws upon features of the original building (e.g. fish-scale siding in simple gable forms, ocular windows, decorative columns, etc...) translating them into more substantial elements (e.g. herringbone brickwork in simple gable forms, rosette windows, true Tuscan columns, etc...). The existing contemporary Phase 1 expansion will be transformed to be complementary, with a pronounced gable and tri-part triumphal arch entrance motif. The existing curved sculptural wall, built as part of Phase 1, will be enlivened with classical detailing to achieve a more human scale. A matching wall will also be built, creating something of a curved entrance loggia. As an allusion to St. Peter's in Rome, they will reach out and embrace you almost like a hug as you approach the entrance.



The proposed plan, programmatically, does not change. However, the layout of the Worship space is changed from a "cluster" organizational pattern to a traditional cruciform plan. The seating capacity will be nearly the same as the original master plan.

In summary, the proposed new design represents no significant changes programmatically, no significant changes to the site plan and arguably, achieves an architectural effect that is more in keeping with the Norge village character.

**HOPKE & ASSOCIATES, Inc.**  
1156 Jamestown Road, Suite C  
Williamsburg, VA 23185

**ITEM SUMMARY**

DATE: 2/9/2016

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Interim County Attorney

SUBJECT: Skiffes Creek Switching Station Request for a Delay by Applicant to August 9, 2016

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**ATTACHMENTS:**

	Description	Type
▣	Resolution	Resolution
▣	Letter from Applicant	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/9/2016 - 2:15 PM

## RESOLUTION

### SKIFFES CREEK SWITCHING STATION

#### REQUEST FOR A DELAY BY APPLICANT TO AUGUST 9, 2016

- WHEREAS, the Board of Supervisors of James City County has adopted by Ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and
- WHEREAS, Ms. Adena Patterson of McGuire Woods, LLP has applied for an SUP, a rezoning and a height waiver on behalf of Virginia Electric and Power Company d/b/a Dominion Virginia Power (the "Owner") for an electrical switching station (the "Station") on properties located at 8968, 8964 and 8960 Pocahontas Trail, further identified as James City County Real Estate Tax Map Parcel Nos. 5920100002, 5920100044A and 5920100013 (the "Property"); and
- WHEREAS, the proposed Station is depicted on the plan prepared by Dewberry dated July 24, 2015, entitled "Overall Plan Skiffes Creek Switching Station" and containing nine pages; and
- WHEREAS, a public hearing was advertised, adjoining property owners notified and a hearing conducted on Case Nos. Z-0003-2015 and SUP-0002-2015; Case No. HW-0001-2015, the height waiver request, is not a matter for the Planning Commission to consider; and
- WHEREAS, following a public hearing at the August 5, 2015 Planning Commission meeting, the motion for a recommendation of approval for Application Nos. SUP-0002-2015 and Z-0003-2015 failed by a vote of 2-4; and
- WHEREAS, on August 17, 2015, the Owner sent a letter to the County appealing the Virginia Code §15.2-2232 finding wherein the Planning Commission found that the proposed rezoning was not in substantial accord with the Comprehensive Plan and such appeal is to be heard by the Board of Supervisors within 60 days from the date of the appeal; and
- WHEREAS, on September 17, 2015, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-0003-2015/SUP-0002-2015/HW-0001-2015 and the appeal of §15.2-2232 be delayed until November 24, 2015; and
- WHEREAS, on October 23, 2015, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of §15.2-2232 be delayed until December 8, 2015; and
- WHEREAS, on December 4, 2015, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of §15.2-2232 be delayed until February 9, 2016; and

WHEREAS, on January 8, 2016, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of §15.2-2232 be delayed until March 8, 2016; and

WHEREAS, on February 5, 2016, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of §15.2-2232 be delayed until August 9, 2016 with an option to request an earlier hearing should the Army Corps of Engineers issue a permit with sufficient time to properly advertise, or, alternatively, that the public hearings be delayed until May 10, 2016; and

WHEREAS, in the letter dated February 5, 2016 the Owner acknowledges and confirms that the 60-day time period for the §15.2-2232 appeal will be delayed until May 10, 2016, August 9, 2016 or such earlier hearing date that the Owner requests and the Board approves; and

WHEREAS, the Board of Supervisors has a Legislative Action Deferral Policy, which was adopted on September 25, 2012, and acknowledges and agrees to waive the policy in these matters; due to extenuating circumstances unique to these applications.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves a delay in hearing Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the §15.2-2232 appeal until August 9, 2016 with the understanding that the Owner may request an earlier hearing.

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

ATTEST:

VOTES

AYE      NAY      ABSTAIN

MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

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

Adopted by the Board of Supervisors of James City County, Virginia, this 9th day of February, 2016.

February 5, 2016; REVISED February 9, 2016

BY EMAIL AND BY MAIL

The Honorable Michael J. Hipple, Chairman  
James City County Board of Supervisors  
Post Office Box 8784  
Williamsburg, Virginia 23187-8784

RE: Skiffes Creek Switching Station (the "Station")--Request by Virginia Electric and Power Company d/b/a Dominion Virginia Power ("Dominion") for Deferral of Public Hearings on Rezoning, Special Use Permit, Height Waiver and Appeal of Planning Commission Decision Relative to Substantial Accord Review (collectively, the "Applications")

Dear Mr. Hipple:

On behalf of Dominion, please accept our continued appreciation for the diligence and patience exhibited by the James City County Board of Supervisors (the "Board") regarding Dominion's pending Applications. As you know, the Army Corps of Engineers continues to consider a permit application that could impact the Station ("Dominion's Army Corps Permit"), and we understand that the Board, County Planning Department staff and community stakeholders continue to monitor that permit review process to better understand its impact on the Station. At present, the Board is scheduled to hold a public hearing on the Applications on March 8, 2016.

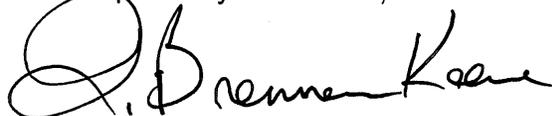
Given that the Army Corps of Engineers review of Dominion's Army Corps Permit is still in process, we believe that a delay in the public hearing on the Station would be appropriate. Recognizing that Dominion previously has requested month by month delays of the Board's public hearing on the Applications to allow the process for Dominion's Army Corps Permit to further advance, it is appropriate at this time to request a longer deferral on the Applications. Therefore, on behalf of Dominion I respectfully request that the Board delay the public hearing on the Applications to its August 9, 2016 meeting, with the proviso that if the Army Corps of Engineers approves Dominion's Army Corps Permit prior to that date, Dominion can request that the Board set its public hearing on the Applications in a meeting prior to the August 9, 2016 meeting (assuming, of course, statutorily mandated advertising requirements can be met for that earlier meeting).

If the Board is not willing to grant the delay request as outlined in the paragraph immediately above, in the alternative I request that the Board delay the public hearings on the Applications to the Board's May 10, 2016 meeting.

Please note that the appeal of the Planning Commission's action on Dominion's request for a substantial accord determination pursuant to Virginia Code section 15.2-2232 typically must be heard by the Board within sixty (60) days from filing of that appeal. Further, Virginia Code section 15.2-2286(A)(7), requires that the Board act upon the rezoning, special use permit, and height waiver Applications and make a decision on those Applications within twelve months unless the applicant requests or consents to action beyond such period. However, by this letter Dominion hereby acknowledges and confirms that the sixty (60) day time period to hear the appeal of the substantial accord review and the twelve month period for action on the rezoning, special use permit, and height waiver Applications will be extended to the Board's August 9, 2016 meeting should the Board honor Dominion's preferred deferral request or to the Board's May 10, 2016 meeting should the Board honor Dominion's alternative deferral request.

Thank you in advance for your consideration in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Brennen Keene". The signature is fluid and cursive, with a large initial "D" and "K".

D. Brennen Keene

cc: Mr. Bryan Hill, County Administrator,  
James City County  
Adam Kinsman, Esquire, Assistant County Administrator,  
James City County  
Ms. Leanne Pollock, Senior Planner  
James City County  
Ms. Courtney Fisher

**ITEM SUMMARY**

DATE: 2/9/2016  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

---

**ATTACHMENTS:**

	Description	Type
▣	County Administrator Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/28/2016 - 9:23 AM

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

DATE: February 9, 2016  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

---

The following is a summary of activities that took place January 20 through February 2, 2016:

### January 20, 2016 (Wednesday)

- Met with Sue Mellen, FMS director
- Met with Russell Seymour, ED director
- Met with Jim Utterback, VDOT Hampton Roads district administrator, Rossie Carroll, VDOT Williamsburg residency administrator, Paul Holt, planning director and Michael Hipple, Board of Supervisors chairman; News Road and Skiffes Creek

### January 21, 2016 (Thursday)

- Attended Hampton Roads Planning District Commission meeting, Hampton Roads Transportation Planning Organization meeting and Hampton Roads Transportation Accountability Commission meeting with Michael Hipple, Board of Supervisors chairman
- Met with Paul Holt, planning director and Jason Purse, zoning administrator

### January 22, 2016 (Friday)

- Attended Coffee with County Administrator staff event
- Met with Sue Mellen, FMS director
- Met with Jody Puckett, communications director; strategic planning
- Conference call with Clarion, strategic planning consultant
- WMSB Radio

### January 23, 2016 (Saturday)

- Attended James City County Board of Supervisors Budget meeting

### February 2, 2016 (Tuesday)

- Met with Jody Puckett, communications director
- Met with Angie Gilliam, HR director
- Attended speaking engagement on local government at Hornsby Middle School
- Visited Kendal Smith, 2nd-grader and Kaiden McKeoun, 4th-grader at James River Elementary School
- Attended Community Public Safety Meeting at Grove Christian Outreach Center

**ITEM SUMMARY**

DATE: 2/9/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adjourn until 8 am on February 11, 2016 for VACo Government Day at the Capitol

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/2/2016 - 4:09 PM