

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
READING FILE
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 10, 2018
5:00 PM

A. FOR YOUR INFORMATION

1. Planning Commission and Board of Zoning Appeals 2017 Annual Report
2. Floodplain Management Plan Annual Report
3. Fiscal Year 2019-2023 Capital Improvements Program

ITEM SUMMARY

DATE: 4/10/2018

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Planning Commission and Board of Zoning Appeals 2017 Annual Report

Please find attached the 2017 Annual Report for both the Planning Commission (PC) and the Board of Zoning Appeals (BZA).

ATTACHMENTS:

Description	Type
 2017 PC and BZA Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	3/21/2018 - 8:26 AM
Publication Management	Burcham, Nan	Approved	3/21/2018 - 8:28 AM
Legal Review	Kinsman, Adam	Approved	3/21/2018 - 8:35 AM
Board Secretary	Fellows, Teresa	Approved	3/21/2018 - 9:04 AM
Board Secretary	Purse, Jason	Approved	4/3/2018 - 2:27 PM
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 2:48 PM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2017 ANNUAL REPORT



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2017 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2017 Annual Report. In reviewing the data, it is interesting to note that 2017 population growth in James City County was essentially flat to that of 2016.

	2015	2016	2017
Agricultural and Forestal District	1	1	1
Height Waiver	2	0	4
Master Plan	2	2	2
Rezoning	5	7	3
Special Use Permit	10	12	13

Most significant, however was an action taken during the Virginia General Assembly's 2016 Legislative Session. Senate Bill 549 was signed into law and thereby changed the conditional zoning system in our Commonwealth. As a result, the County no longer accepts proffers for new residential rezoning applications or the residential component of multi-use rezoning applications. Last fall, the Planning Commission's Policy Committee began discussing whether adoption of new policies or ordinance amendments could sufficiently address the absence of residential proffers. Initial considerations will focus on street trees, archaeology, natural resources, bicycle and pedestrian accommodations and traffic impact analyses. This initiative will continue into 2018.

In other business, the Commission reviewed the County's first alternative energy project: a utility scale solar electrical generation facility on 223 acres in Norge. Also located in the Upper County, the Lightfoot Marketplace continued development by applying to add an automotive service center, gasoline fueling station and a drive-thru restaurant.

2017 was a very productive year for the James City County Planning Commission. It has been an honor to serve with my colleagues and I would like to take this opportunity to thank them and the entire staff of the Planning Division for their hard work and dedication.

Rich Krapf, 2017 Planning Commission Chair

James City County Planning Commission

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2017 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Rich Krapf** (Chair)	Powhatan	1/23/2007	1/31/2018
Heath Richardson** (Vice Chair)	Stonehouse	2/25/2014	1/31/2019
Robin Bledsoe**	Jamestown	2/24/2012	1/31/2018*
Felice Pete	Jamestown	10/10/2017	1/31/2018
Jack Haldeman**	Berkeley	1/10/2017	1/31/2021
Tim O'Connor**	At-Large	8/10/2010	1/31/2021
Danny Schmidt**	Roberts	2/23/2016	1/31/2020
John Wright, III**	At-Large	1/31/2014	1/31/2018

*term ended 10/10/2017

2017 PLANNING DIVISION STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**

Tammy Rosario, AICP, Principal Planner

Ellen Cook, AICP, Principal Planner

Scott Whyte, AICP, Senior Landscape Planner II

Jose Ribeiro, AICP, Senior Planner II

Savannah Pietrowski, Senior Planner

Roberta Sulouff, Planner

Alex Baruch, Planner

Lauren White, Planner

Beth Klapper, Community Development Assistant

Tori Haynes, Community Development Assistant

Tom Leininger, Community Development Assistant

2017 ZONING DIVISION STAFF

Christy Parrish, CZA, CFM, Zoning Administrator

Terry Costello, CZA, Deputy Zoning Administrator

John Rogerson, CZA, Senior Zoning Officer

Louis Pancotti, Zoning Officer

**Virginia Certified Planning Commissioner

AICP – American Institute of Certified Planners

CNU-A – Congress for the New Urbanism – Accredited

CZA – Certified Zoning Administrator

CFM – Certified Floodplain Manager

INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members are required to participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County zoning and subdivision ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvements Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and ordinance revisions.

Townhomes in Liberty Crossing.



PLANNING COMMISSION RESPONSIBILITIES

The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other activities:

- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare policy and ordinance revisions;
- Assess the annual CIP Program; and
- Participate in community planning forums and committee studies.

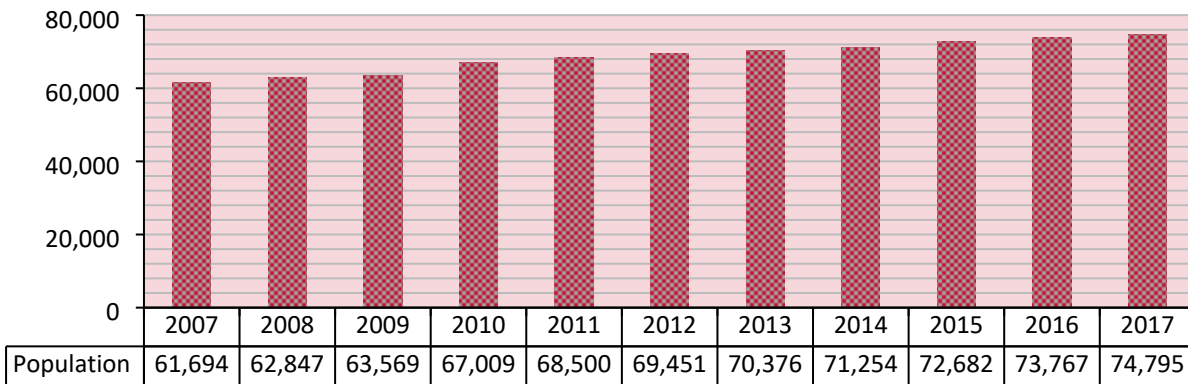
2017 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 4	July 5	March 20*
February 1	August 2	May 23**
March 1	September 6	
April 5	October 4	
May 3	November 1	
June 7	December 6	

*Organizational and CIP Recommendation Meeting

**Joint Work Session with Board of Supervisors

DEVELOPMENT AND GROWTH

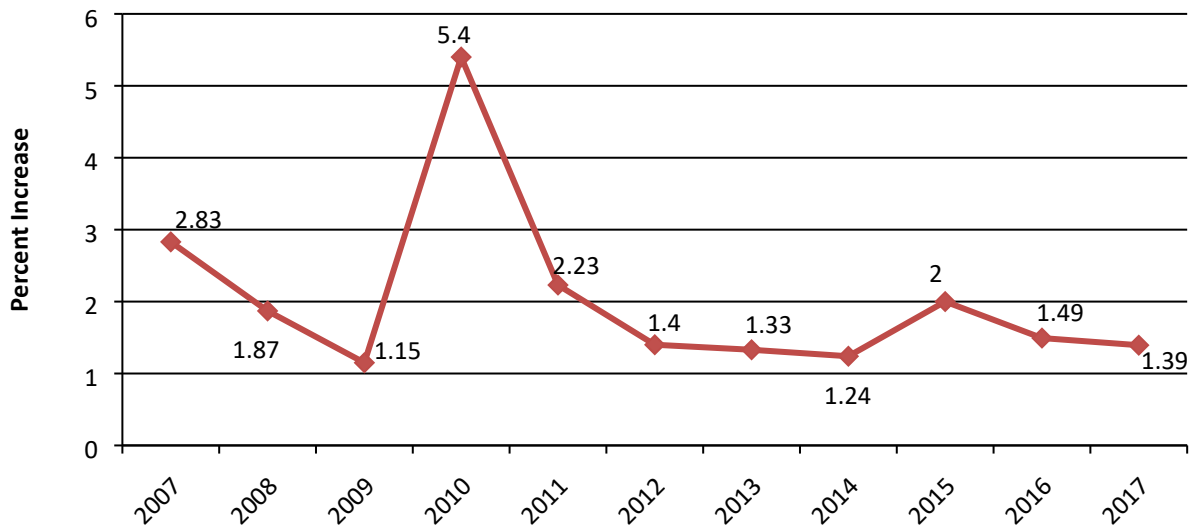
James City County Population



Source: Staff population estimates (2007-2009, 2011-2017) and United States Census Bureau (2010).

Note: Staff population estimates are as of December of the year indicated.

Percent Annual Population Increase

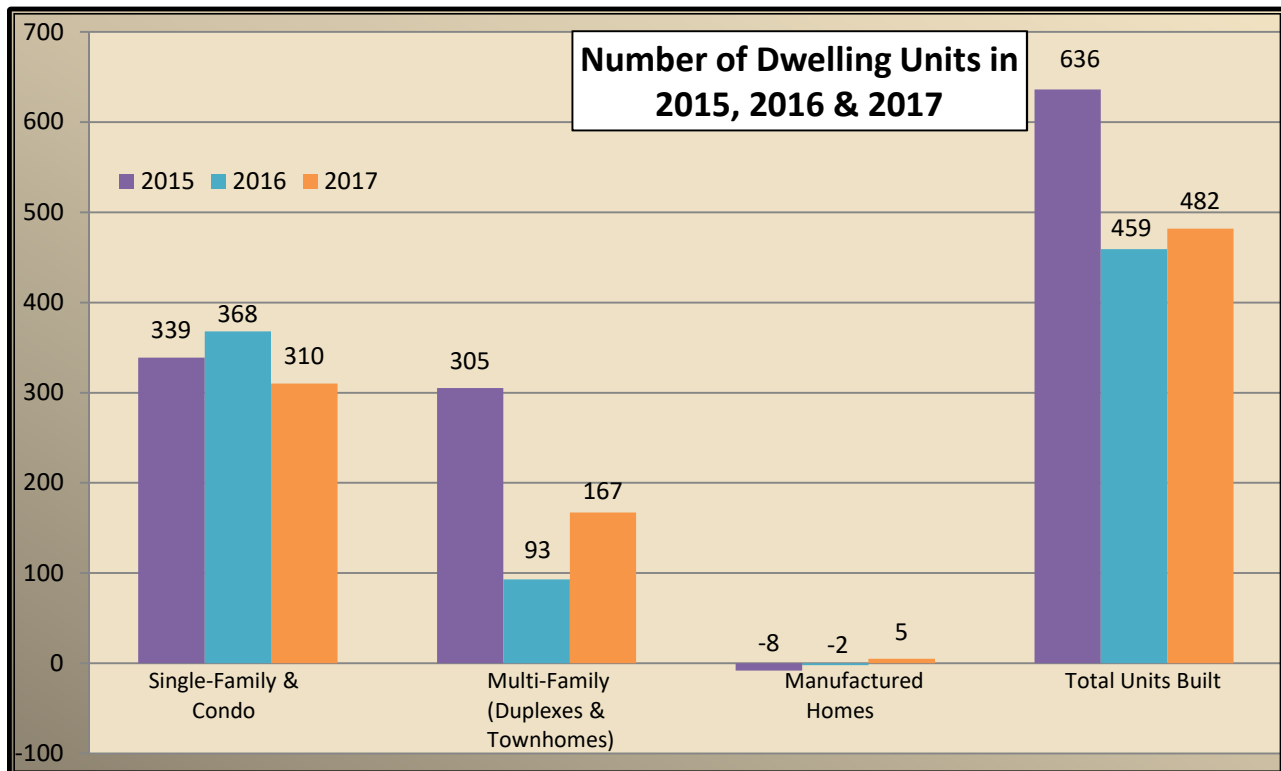


The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released in 2010.

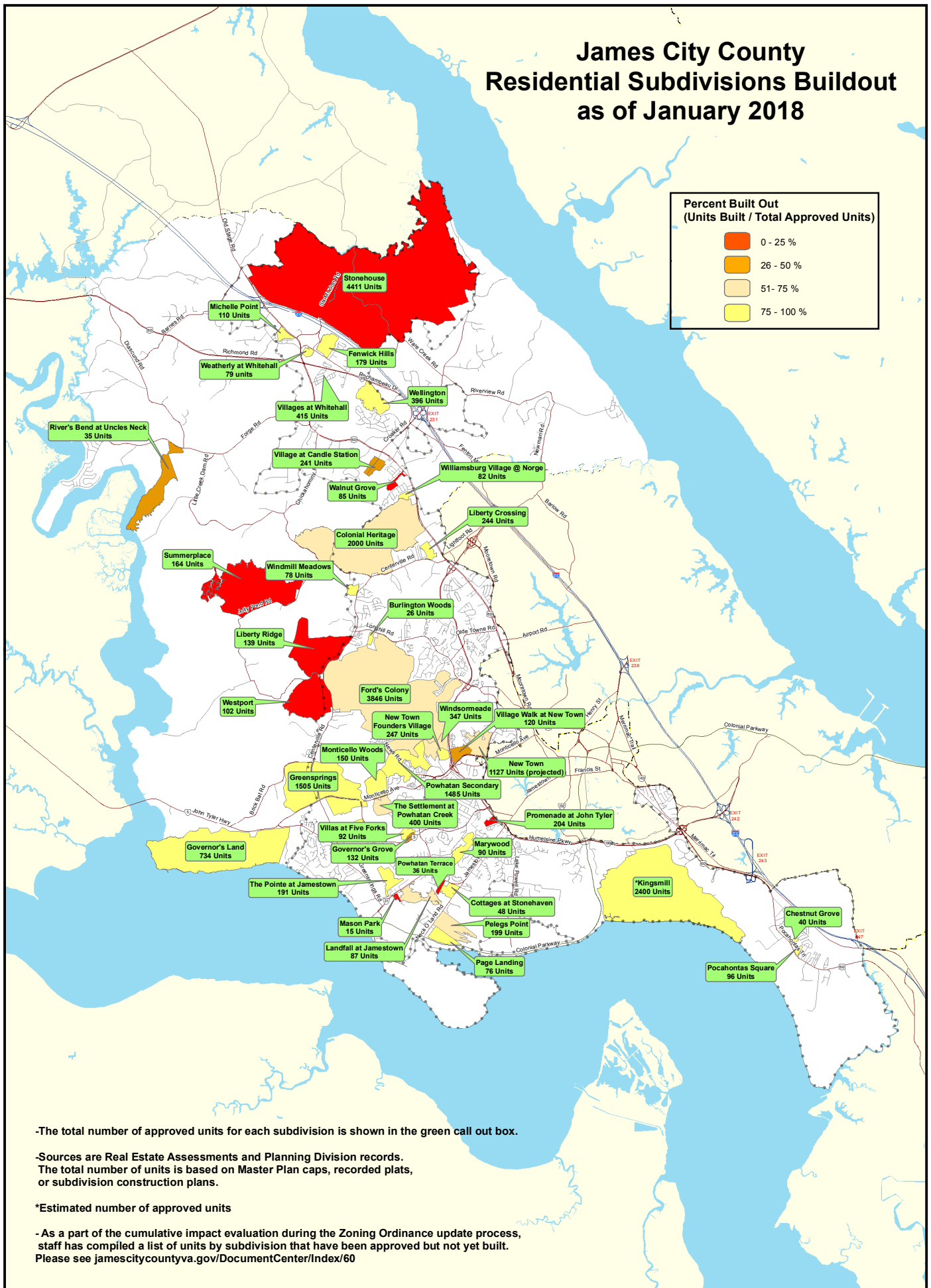
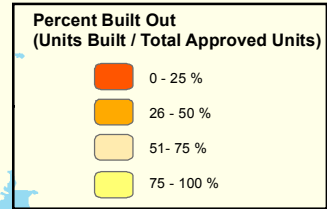
Number of Dwelling Units Built in 2015, 2016 & 2017					
Calendar Year	Single Family & Condo	Multi-Family (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2015	339	305	-8	636	32,724
2016	368	93	-2	459	33,183
2017	310	167	5	482	33,665

As of 2010, the U.S. Census Bureau no longer provides a breakdown of dwelling units by housing type.

* The Total Unit Count represents the total net number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of residential Certificates of Occupancy issued in 2015-2017. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.



James City County Residential Subdivisions Buildout as of January 2018



-The total number of approved units for each subdivision is shown in the green call out box.

-Sources are Real Estate Assessments and Planning Division records.
The total number of units is based on Master Plan caps, recorded plats,
or subdivision construction plans.

*Estimated number of approved units

-As a part of the cumulative impact evaluation during the Zoning Ordinance update process,
staff has compiled a list of units by subdivision that have been approved but not yet built.
Please see jamescitycountyva.gov/DocumentCenter/Index/60

RESIDENTIAL SUBDIVISION BUILDING DATA / CUMULATIVE IMPACT DATABASE

The Residential Subdivision Buildout Map has been updated. Staff exported and coded data for all newly created parcels from Real Estate Assessments/GIS as part of the cumulative impact evaluation. Based on this information, staff has also updated the series of reports that provide detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district.

The following reports are described below and posted in the Development Status Report folder under Policy Guidelines and Studies:

<http://jamescitycountyva.gov/DocumentCenter/Index/690>

- “Development Status Report – All Data” - reports the number of vacant parcels, improved parcels, residential units and all parcel unit classifications. This report includes common areas, timeshares, public lands, commercial, etc. A summary of the data from this report is present in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,961	553	6,691	7,244
Jamestown	7,510	623	5,877	6,500
Powhatan	6,443	949	5,625	6,574
Roberts	6,996	651	5,289	5,940
Stonehouse	6,909	1,173	6,811	7,984
TOTAL	34,819	3,949	30,293	34,242

- “Residential Development Status Report – Residential Only,” provides information only on residential units. This report is condensed and excludes unit classification. The unit counts do not include common areas, timeshares, public lands, commercial, etc. An updated summary of the data from this report is presented in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,368	251	5,888	6,139
Jamestown	7,062	394	5,129	5,523
Powhatan	6,243	833	5,250	6,083
Roberts	6,995	394	4,955	5,349
Stonehouse	6,907	932	6,544	7,476
TOTAL	33,575	2,804	27,766	30,570

- “Residential Development Status Report – Schools” – displays information sorted by school districts. A report is provided for (1) elementary school, (2) middle schools and (3) high schools.

Staff continues to evaluate opportunities to assess impacts of planned and approved development. Finalization and implementation schedule is dependent on County-wide efforts such as the Strategic Plan to ensure the end product of the impact analysis tool is in-line with current County goals and priorities. In addition, features within the new permitting software may also aid with tracking capabilities. Installation of this software is anticipated to be complete in spring 2018.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

DEVELOPMENT REVIEW

Development review activities consist primarily of rezonings, special use permits, site plans, subdivisions and conceptual plans.

Special Use Permits: The Planning Commission reviewed 13 SUP applications including a request to redevelop a parcel on Pocahontas Trail to rebuild the existing 7-Eleven and incorporate a drive-thru restaurant; a request to allow a cluster development for affordable and workforce housing located on a parcel within the Forest Glen subdivision; a request to allow the construction of a utility scale solar electrical generation facility; a request to allow the addition of an independent living facility at Williamsburg Landing; requests to allow an automotive service center, gasoline fueling station and drive-thru restaurant at Lightfoot Marketplace; and a request for a child care center to allow The Kensington School to expand its operations.

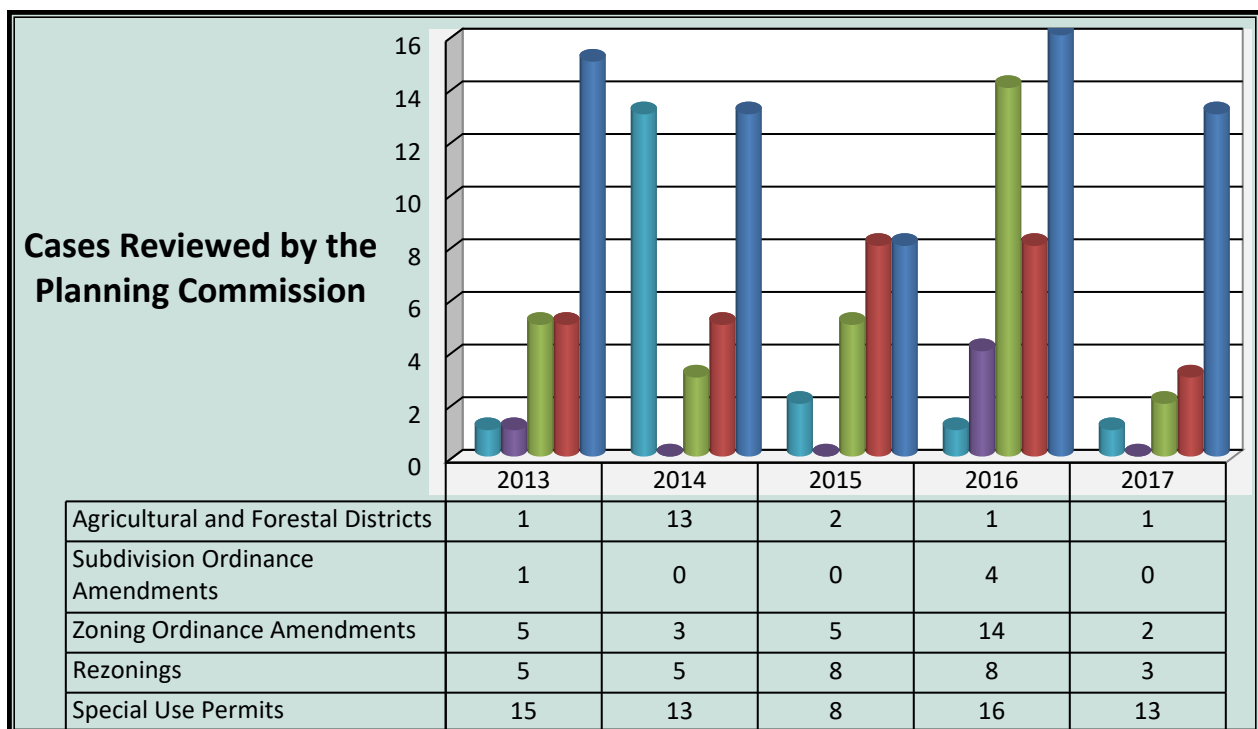
Rezonings: Three rezoning applications were considered by the Commission including a request to rezone 43.7 acres from R-8, Rural Residential to R-5, Multi-family Residential to allow the development of an independent living facility at Williamsburg Landing; a request to rezone 45.9 acres from A-1, General Agricultural to R-4 Residential Planned Community to allow the development of The Parke at Westport; and a request to amend the proffers for Powhatan Terrace to allow the rental of units.

Master Plan: The Commission considered two applications including a request to amend the master plan for Williamsburg Landing to allow the addition of an independent living facility; and a request to amend the master plan for Ford's Colony to incorporate the proposed development of The Parke at Westport.

Residential Units Legislatively Approved in 2017: One single-family residence was approved with SUP-0004-2017, McClure Family Subdivision; up to 44 single-family residences were approved with SUP-0026-2016, Forest Glen Section 5; and up to 135 independent living units were approved with SUP-0001-2017, Williamsburg Landing, Marclay Road.

Agricultural and Forestal Districts (AFDs): The Commission reviewed one application for the addition of 1.48 acres to the Croaker AFD.

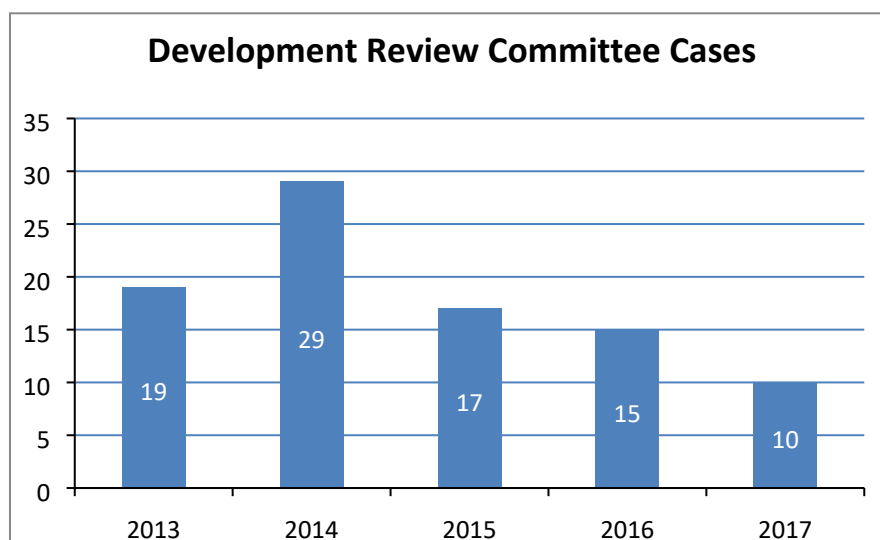
Cases Reviewed by the Planning Commission



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed 10 cases. These included SP-0091-2016, 4501 Noland Blvd. AutoZone; SP-0043-2016/S-0020-2016, New Town Section 8 Parcel D Subdivision Exception Request; SP-0047-2017, Colonial Heritage Model Home Rentals; C-0058-2017, Norge Food Lion Store Enclosed Dumpsters Addition; and SUP-0005/0006/0007/0008-2017, Lightfoot Marketplace Special Use Permit Amendment. In addition, the following cases were reviewed by the DRC to receive feedback prior to submitting a rezoning or SUP application: Z-0001-2017, SUP-0001-2017, MP-0001-2017 Williamsburg Landing, Marclay Road; C-0014-2017, 6515 Richmond Road Lidl Grocery Store; Case No. C-0029-2017. Parke at Westport; C-0052-2017. S. Wallace Edwards and Sons, Inc.; and C-0072-2017, Oakland Farm.

Development Review Committee Cases



POLICY COMMITTEE

Policy Committee review functions include reviewing the Capital Improvements Plan as well as reviewing any changes to the Zoning Ordinance or Commission Bylaws. In 2017, the Committee also reviewed potential changes to the Zoning Ordinance including amendments to the floodplain regulations for accessory structures; amendments to allow short-term rental of residential properties; amendments to address formerly proffered policies and impact mitigation items including the Streetscape Policy, Bicycle and Pedestrian Accommodations and Transportation Impact Analysis, Archaeological Policy and Natural Resource Policy; and amendments to R-8, Rural Residential and Cluster Overlay Districts to address the provision of age-restricted housing, independent living facilities and specially permitted density bonuses. The Committee also reviewed amendments to the Planning Commission Bylaws as they pertain to outside meetings with applicants.

PLANNING COMMISSION ACTIONS**SPECIAL USE PERMITS**

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-0016-2016	Pocahontas Trail 7-Eleven Redevelopment and Drive-Thru Restaurant	7327, 7337, 7341 Pocahontas Trail and 3000 Battery Boulevard	4.0	Redevelopment of the existing 7-Eleven on a larger parcel resulting from a boundary line adjustment. A drive-thru restaurant will occupy the remainder.	Approval	Approval	Approval
SUP-0026-2016	Forest Glen Section 5	310 Walker Drive	14.97	A request for a Special Use Permit to allow the construction of a cluster development for affordable and workforce housing located on a parcel within the Forest Glen subdivision.	Approval	Approval	Approval
SUP-0027-2016	Top Notch Tree Service SUP Extension	4680 Fenton Mill Road	3.01	A request to extend the existing Special Use Permit for eight months to 12 months.	Approval	Approval	Approval
SUP-0028-2016	Norge Solar Farm	320, 339, 341, 345 Farmville Lane	223.0	A request for a Special Use Permit to construct a utility-scale solar electrical generation facility on 223 acres.	Approval	Approval	Approval
SUP-0001-2017	Williamsburg Landing, Marclay Road SUP	20 Marclay Road	43.7	A request for a Special Use Permit for an independent living facility. A request to rezone a portion of 20 Marclay Road from R-8 to R-5 (Z-0001-2017), a request for a Master Plan Amendment (MP-0001-2017), and a request for a Height Waiver (HW-0001-2017) also submitted.	Denial	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-0005-2017	Lightfoot Marketplace SUP Amendment	6401 Richmond Road	18.86	A request to amend the Special Use Permit (SUP-0014-2013) to allow automobile and gasoline service stations and drive-thru restaurant.	Approval	Approval	Approval
SUP-0006-2017	Lightfoot Marketplace Gasoline Station	6401 Richmond Road	18.86	A request for a Special Use Permit to allow the construction of 240-square-foot gasoline fueling station with canopy.	Approval	Approval	Approval
SUP-0007-2017	Lightfoot Marketplace Automotive Service Center	6401 Richmond Road	18.86	A request for a Special Use Permit to allow the construction of a 1674 square-foot automotive service center.	Approval	Approval	Approval
SUP-0008-2017	Lightfoot Marketplace Drive-Thru Restaurant	6401 Richmond Road	18.86	A request for a Special Use Permit to allow the construction of a 9,000-square-foot restaurant with drive-thru.	Approval	Approval	Approval
SUP-0009-2017	3601 La Grange Parkway Expansion	3601 LaGrange Parkway	11.7	Proposed building addition for the manufacture of food and food products.	Approval	Approval	Approval
SUP-0010-2017	The Kensington School, 8231 Richmond Road	8231 Richmond Road	2.11	A request for a Special Use Permit to allow a child care center.	Approval	Approval	Withdrawn Prior to BOS Action
SUP-0011-2017	3001 Ironbound Tourist Home	3001 Ironbound Road	0.5	A request for a Special Use Permit to allow the property to be used as a short-term vacation rental home.	Approval	Approval	Approval
SUP-0013-2017	The Kensington School, 8340 Richmond Road	8340 Richmond Road	11.53	A request for a Special Use Permit to allow a child care center.	Approval	Approval	Approval

Please note that some cases were omitted from this list as they had no Planning Commission action in 2017:

- SUP-0002-2017, Williamsburg Unitarian Universalists Commercial Kitchen
- SUP-0003-2017, Lidl Grocery Store

- SUP-0004-2017, McClure Family Subdivision (BOS Action Only)
- SUP-0012-2017, Wendy's - Toano
- SUP-0014-2017, Yard Works SUP Amendment
- SUP-0015-2017, Jamestown High School Modular Trailer Units

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-0001-2017	Williamsburg Landing, Marclay Road Rezoning	20 Marclay Road	43.7	A request to rezone a portion of 20 Marclay Road from R-8 to R-5. A request for a Special Use Permit for an independent living facility (SUP-0001-2017), a request for a Master Plan Amendment (MP-0001-2017), and a request for a Height Waiver (HW-0001-2017) have also been submitted.	Denial	Approval	Approval
Z-0002-2017	Ford's Colony Section 35, Parke at Westport	3400 and 3401 Westport	45.9	A request to rezone Ford's Colony Section 35 from A-1 to R-4 for development of Parke at Westport. A request for a Master Plan (MP-0002-2017).	Approval	Approval	Denial
Z-0004-2017	Powhatan Terrace Proffer Amendment	1676 Jamestown Road	10.43	A Proffer amendment request to allow rental of units, in addition to sale of units.	Approval	Approval	Approval

Please note that some cases were omitted from this list as they had no legislative actions in 2017:

- Z-0003-2017, Oakland Pointe

MASTER PLANS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
MP-0001-2017	Williamsburg Landing, Marclay Road MP	20 Marclay Road	43.7	Request to rezone portion of 4820100012 from R-8 to R-5 and affiliated master plan review.	Denial	Approval	Approval
MP-0002-2017	Ford's Colony Section 35, Parke at Westport	3400 and 3401 Westport	45.09	Master plan amendment with rezoning of Ford's Colony Section 35 from A-1 to R-4 for development of Parke at Westport.	Approval	Approval	Denial

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-02-86-1-2017	9730 Sycamore Landing Road, Croaker AFD Addition	48.49	A request add 48.49 acres of the property to the AFD.	Approval	Approval	Approval

Please note that some cases were omitted from this list as they had no legislative actions in 2017:

- AFD-04-86-1-2017, Pates Neck AFD 2018 Renewal

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ZO-0001-2017	Article VI, Division 3 – Floodplain Area Regulations	To incorporate construction regulations of small accessory structures in the special flood hazard areas and other changes necessary to achieve compliance with the National Flood Insurance Program regulations.	Approval	Approval
ZO-0002-2017	Zoning Ordinance Revisions to Permit Short-Term Residential Rentals	Policies and ordinance amendments to address the emerging topic of short-term residential rentals.	Approval	Denial

Please note that some cases were omitted from this list as they had no legislative actions in 2017:

- ZO-0003-2017, Zoning Ordinance Amendments for streetscapes

SUBDIVISION ORDINANCE AMENDMENTS

Please note that some cases were omitted from this list as they had no legislative actions in 2017:

- SO-0001-2017, Zoning Ordinance Amendments for streetscapes

MAJOR INITIATIVES

ORDINANCE UPDATES AND PROCESS REVISIONS

Throughout 2017, the Planning Division and Planning Commission worked on a variety of ordinance updates and process improvements. These items were designed help the division improve the development process by increasing the level of predictability and flexibility in our policies and ordinances, and also to enhance customer service and provide additional tools. Some items were completed at a staff level, while others went through multiple stages of research, public input, refinement and review with the Policy Committee. Ordinance updates were highlighted in the previous table; additional Items that were completed are noted below:

- Planning staff developed a draft application and checklist to assist staff in processing site plans for modifications to eligible communications facilities. The application and checklist will help applicants and planners more readily identify eligible facilities per the Spectrum Act and related Zoning Ordinance amendments. They also allow staff to more easily track associated review timelines.
- Planning staff worked with Building Safety and Permits to streamline agency reviews of Change of Use applications.
- Planning staff and the Policy Committee discussed potential amendments to address formerly proffered policies and impact mitigation items for street trees, archaeology, natural resources, bicycle and pedestrian accommodations and traffic impact analyses.
- Community Development staff made progress on implementation of Tyler Technologies' Land Development and Asset Management Software to provide and support interactive service and allow online transactions, among other benefits. In particular, staff worked to integrate all of the existing databases into the Tyler system to create a better customer experience and to enhance communications between divisions.

POCAHONTAS TRAIL CORRIDOR STUDY

In August 2017, James City County, the Virginia Department of Transportation (VDOT) and RK&K began the first phase of the Pocahontas Trail Corridor Study. The purpose of the study is to examine the Pocahontas Trail corridor between Fire Station 2 and James River Elementary School and engage the community in identifying key transportation needs and a vision for the future of the corridor. The study will identify feasible transportation improvements for all users, including motorists, transit users, pedestrians and bicyclists. The recommended improvements will match the surrounding character of the Pocahontas Trail corridor and address the community's needs while also enhancing the quality of life for area residents and users of the corridor. Using the collected information and public input, the Study Team will develop concept sketches and cost estimates and recommend strategies to prioritize improvements along the corridor.

During the early fall, RK&K collected data and reviewed the characteristics of the corridor in terms of its traffic operations/congestion, safety, connectivity/access, multi-modal elements and land use/development. RK&K subsequently worked with the County and VDOT to present this information to two committees: a technical committee comprised of various agency stakeholders and a steering committee comprised of neighborhood, church and business representatives along the corridor. These committees provided feedback on the technical analysis and shared their perspectives on their vision for the corridor.

Following the technical analysis and work with the committees, staff and the consultant solicited broader public input on the existing conditions and desired improvements. The efforts included a public workshop held November 16 at the Abram Frink Community Center as well as small group sessions at James River Elementary School and Colonial Manor. The public was also invited to follow the process and provide input via the corridor study website (<http://www.jamescitycountyva.gov/PocTrailStudy>). All input has been and will continue to be used to help develop and assess options for improving the corridor as the study moves through the second and third phases in 2018.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued funding and worked toward construction of transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*. Progress made on key projects included the following:

- Completion of Neighbors Drive reconstruction
- Progress on construction of I-64 Widening – Segment 1
- Start of preliminary engineering (PE) for Longhill Road widening – Phase 1
- Start of PE for Olde Towne Road/Longhill Road intersection improvements
- Start of PE and advertisement of Route 199/Brookwood Drive intersection improvements
- Start of PE for Centerville Road/News Road intersection improvements
- Full funding and start of PE for Skiffes Creek Connector
- Full funding for Croaker Road widening

COMPREHENSIVE PLAN - TOWARD 2035: LEADING THE WAY

Following the adoption of the County's Comprehensive Plan in June 2015, Planning staff began work on two fronts: finalizing and publishing the plan and also implementing its goals, strategies and actions (GSAs). On the first front, staff posted the adopted text and errata items to the County's website for immediate use by the public, and then collaborated with the County's Graphics, Web Interaction Design, and Publications Management staff to format the document for official publication in 2016. On March 14, 2017, the Board of Supervisors approved land use application LU-0002-2014, 8491 Richmond Road (Taylor Property), which the Board of Supervisors had postponed pending the James City Service Authority's negotiations with the Department of Environmental Quality regarding the renewal of the groundwater withdrawal permit. Since then, staff has worked to revise the relevant Comprehensive Plan pages and land use map.

On the second front, County staff and partner agencies made strides in implementing the Comprehensive Plan. Progress made on many items are noted below. In addition, Planning staff took an active role in the development of the County's Strategic Plan to provide strong linkage between the Comprehensive Plan and County's 20-year work plan.

GOALS, STRATEGIES AND ACTIONS ANNUAL REVIEW

Most sections of the Comprehensive Plan include goals, strategies, and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.



Citizens helped guide the priorities of the Strategic Plan by participating in open houses and online surveys.

Specifically, the report lists tasks have been undertaken toward completion of actions previously identified as high priority. The Board of Supervisors will officially prioritize projects, based on available funding and resources, through the annual budget and Strategic Plan processes.

Note: The following list focuses on completed high priority actions, as previously referenced in the 2009 Comprehensive Plan Implementation Schedule. The list does not include actions slated for future years.

<i>Tasks with a 0-5 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 1.4. Encourage private/public partnerships or similar initiatives to ensure the development and attraction of quality and innovative business ventures.	In 2017, new leadership in the County's Office of Economic Development identified priorities for potential private/public partnerships and initiatives. This process is ongoing.
ED 2.3. Promote tourism and associated industries as a year-round industry.	During 2017, there were 761 events and activities featured on the weekly "Top Things to Do" lists. Approximately 350 posts were posted to Facebook and Twitter. Instagram posts loaded totals 300. The blog feature on the tourism website had 66 posts published. The Tourism Event Coordinator continues to partner with the Virginia Tourism Corporation to promote James City County businesses including Billsburg Brewery, which received national press for receiving a Virginia Tourism Growth Fund grant in the amount of \$100,000 in Sept. 2017. The Williamsburg Winery's biannual Uncorked & Unplugged Holiday Edition was sold out after being promoted on the Virginia.org blog. The growth of the craft beverage industry in 2017 was tremendous in James City County, helping to promote the County as a year-round place to visit.
ED 2.4. Analyze the opportunities for development and expansion of healthcare business, medical research sector jobs and related services.	In 2017, the target industry study identified food & beverage, manufacturing-advanced materials & components, and professional & technical services as the best opportunities for industry and business recruitment to James City County. Healthcare and medical related industries were ultimately determined not to be an effective target industry due to the County's small size and distance from a research hospital. Recruitment efforts are ongoing.
ENV	ENVIRONMENT
ENV 1.9. Develop Total Maximum Daily Load (TMDL) Program Action Plans to address water quality impairments within James City County and the Chesapeake Bay, including proposed actions and implementation schedule. Begin implementation in accordance with the approved action plans.	The County received approval of the Powhatan, Mill and Skiffes Creeks TMDL Action Plan for bacteria on May 9, 2017.

ENV 1.14.2. Provide assistance as funding permits to identify failing neighborhood stormwater and drainage facilities and to implement repairs on a prioritized basis.	In 2017, the Stormwater and Resource Protection Division provided \$258,000 in matching grants through the Clean Water Heritage Program to homeowners associations (HOAs) for maintenance of stormwater management facilities. Technical assistance to owners as part of grant program was also provided.
ENV 1.20. Utilizing approved watershed management plans, developed hydraulic studies, and assessments of riverine and coastal flooding, begin to develop a County-wide stormwater master plan to establish measurable goals and comprehensively address both the water quality and flooding issues resulting from stormwater.	The Stormwater and Resource Protection Division continued in 2017, to review, track, and monitor published information on regional and local effects of sea level rise and recurrent flooding from reputable sources such as the state, the Hampton Roads Planning District Commission (HRPDC), Old Dominion University (ODU), and the College of William & Mary/Virginia Institute of Marine Science (VIMS).
H	HOUSING
H 2.1. Support with technical assistance, referrals and funding when possible, the efforts of private and nonprofit entities to improve the condition of the County's housing stock.	The James City County Housing Unit partnered with Housing Partnerships, Inc. (HPI) to provide accessibility improvements for low income, elderly/disabled citizens participating in the Home Energy Loss Prevention (HELP) and Emergency Home Repair programs and provided \$60,000 to HPI to address accessibility/deteriorated housing conditions. Housing staff participated in the HPI Core Group meetings. Planning and Neighborhood Development worked with Habitat for Humanity to resolve issues to subdivide lots and begin construction of homes on Howard Drive and Moses Lane.
H 2.2. Ensure that all housing in the County meets HUD's Housing Quality Standards.	The James City County Housing Unit inspected 342 homes in 2017: 319 Housing Choice Voucher (HCV), 4 HELP, 19 Rural Homeownership Rehab. The Housing Unit rehabilitated 3 homes with Department of Energy/Revolving Loan funds as part of HELP program.
H 2.4. Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting and sanitary health conditions.	In 2017, the Housing Unit provided Virginia Housing Development Authority (VHDA) homebuyer education to 29 first-time homebuyers, provided group financial education to 28 households, counseled 33 homeless or precariously housed households, and partnered with HPI (via funding, technical assistance, referrals) to provide emergency home repairs to low-income households.

H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency.	In 2017, the Neighborhood Development Division contracted with HPI to sell 4 lots in Forest Heights at minimum price for construction of affordable homes. The Housing Unit will assist in qualifying and educating James City County households to purchase the HPI houses.
H 2.6. Continue to promote the deferred payment policy of the James City Service Authority as a means to promote utility connections to existing homes in areas with health, safety, and general welfare concerns.	Throughout 2017, the Housing Unit staff worked in coordination with JCSA to provide assistance to prequalifying homeowners interested in deferred payment for utility connections.
H 2.9. Continue efforts to attract funds from Federal and State sources for housing and neighborhood rehabilitation.	In June 2017, the Housing and Neighborhood Development staff received a \$350,000 grant from the Virginia Department of Housing and Community Development (DHCD) which will allow the County to rehabilitate 10 or more homes.
H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.	The Housing and Neighborhood Development staff sold 5 homes in Ironbound to County residents and/or workforce in 2017. Building permit fees are waived when requested for construction funded through a program administered by the Housing Unit, pursuant to Section 4-10 of the building regulations.
H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low to moderate incomes.	The Housing Unit made low interest loans available to LMI owners for rehabilitation/repairs. In addition, the Housing Unit awarded grant funds from the Rural Homeowner Rehab program to rehabilitate 10 homes for vulnerable households in 2017.
H 3.11. Promote the full integration of affordable and workforce housing units with market rate units within residential developments and throughout the Primary Service Area.	In November 2017, the Planning Division gave final approval to the New Town Section 8 Parcel D site plan, which integrates proffered affordable units into the development.
H 5.1. Participate in Greater Williamsburg Area and Hampton Roads public/private partnerships to identify and address regional housing issues.	Throughout 2017, the Housing Unit staff participated in the Hampton Roads Greater Virginia Peninsula Homelessness Consortium meetings and sat on the Leadership and Program Monitoring committees. The Housing Unit staff and Department of Social Services are active in the Continuum of Care and provides leadership in the Historic Triangle for persons experiencing homelessness.

LU	LAND USE
<p>LU 3.2. Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.</p>	<p>Throughout 2017, the Planning Division staff regularly communicated with adjacent localities for projects near locality borders, such as the Williamsburg Landing expansion. Planning staff received six courtesy reviews from York County during this time.</p>
<p>LU 3.3. Continue to participate in regional planning processes with York County and the City of Williamsburg. Use the Historic Triangle Coordinated Comprehensive Plan Review Summary Report as a regional planning resource, particularly with regard to transportation and to land use issues in the three geographic focus areas (Riverside / Marquis / Busch, Lightfoot / Pottery, Northeast Triangle and Surrounding Area).</p>	<p>In 2017, Planning staff completed six courtesy reviews for York County, all near the Lightfoot border with York County.</p>
<p>LU 4.5.2. Revisions to the Zoning Ordinance and/or Subdivision Ordinance or development of guidelines to provide additional flexibility, clear standards, or incentives such as expedited plan review.</p>	<p>On September 12, 2017, the Board of Supervisors approved amendments to the Mixed Use district to allow small-scale mixed use developments.</p>
<p>LU 4.6. Encourage developments which provide mixed use development, as further defined in the Mixed Use land use designation and development standards, within the PSA. Support design flexibility to promote mixing of various types of residential and non-residential uses and structures.</p>	<p>On September 12, 2017, the Board of Supervisors approved amendments to the Mixed Use district to allow small-scale mixed use developments. Staff also reviewed and approved development plans for New Town Section 8.</p>
<p>LU 4.7.1. Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services and open space.</p>	<p>Planning staff reviewed 15 Change of Use applications in 2017 to allow new businesses to move into existing commercial spaces, many within existing office parks.</p>

LU 5.1.1. Continuing to further develop and refine a model or models to assess and track the cumulative impact of development proposals and development on existing and planned public facilities and services	The Planning and Zoning Divisions continued to update the cumulative impacts tracking spreadsheet and included a comprehensive plan update as part of the Planning Commission's 2017 Annual Report. Staff also worked toward the implementation of the Tyler software, which could help facilitate development tracking.
LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.	On December 12, 2017, the Board of Supervisors approved an addition of 48 acres into the Croaker AFD. There were three AFD cases proposed in 2016, but not completed until 2017.
LU 6.1.3. Amend the Zoning Ordinance after re-evaluating the list of permitted and specially permitted uses in Rural Lands. Investigate adding a development standards policy for those uses that might benefit from a rural location. Specifically look at non-residential uses and development standards that may be appropriate, such as agri-business, ecotourism or green energy uses, and uses related to projects that are identified by the Strategy for Rural Economic Development.	On August 8, 2017, the Board of Supervisors approved amendments to the Zoning Ordinance to allow event facilities in rural lands.
PR	PARKS & RECREATION
PR 1.1. Implement the specific strategies and tactics approved in the 2009 James City County Parks & Recreation Master Plan Strategy Matrix.	On April 11, 2017, the Board of Supervisors adopted the James City County Parks & Recreation Master Plan Update 2017, which replaces the 2009 plan. The Master Plan Strategy Matrix is discontinued; in addition to implementing the GSAs in the 2035 Comprehensive Plan, the Parks & Recreation Department will seek to implement the strategies set forth in the County's Strategic Plan.
PR 3.3. Submit grant applications to secure funds for new parks and recreation programs, services, facilities and related transportation services.	In April 2017, the Parks & Recreation Department submitted an application for the Cultivating Healthy Communities grant through the Aetna Foundation to support the RECh' It Out Neighborhood Outreach Program initiatives. In October 2017, the Parks & Recreation Department submitted an application for the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps. In July 2017, the Parks & Recreation Department requested a \$2,500 grant from Dominion Energy for assistance with operational and environmental upgrades to the

	Grove Community Garden; it received \$2,500 in funding in September 2017.
PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.	In 2017, 25 teens participated in the Teens Toward Success (TTS) program, volunteering 2,426 hours in various Parks & Recreation programs. A total of 34 past TTS volunteers have been hired as recreation leaders since program inception. In addition, the Youth Advisory Council (13 teens in grades 8-12) dedicated 140 hours of service to learning government processes, leadership development and community service.
PR 8.1. Enhance the partnerships with Williamsburg-James City County (WJCC) Schools to offer joint programming for health and wellness.	In 2017, the Parks & Recreation Department collaborated with the James River Parent Teacher Association (PTA) and School Health Initiative Program (SHIP) Club to offer gardening programs for youth at the Grove Community Garden; partnered with WJCC School's Nutrition Services to provide free summer meal programs to Grove, Forest Glen I and II and Lafayette Square/Village neighborhoods; and partnered with SHIP to offer healthy cooking demonstrations and Family Fun Night dinners to youth and families in the RECh' It Out Neighborhood Summer Camps. The REC Connect program collaborated with the SHIP adult volleyball league during the months of January and February. The children and staff attended games, cheered on faculty, made signs and assisted with scorekeeping at some of the games.
PF	PUBLIC FACILITIES
PF 4.1. Utilize energy efficient heating, cooling, ventilation, lighting, and similar systems and designs for newly constructed facilities, and where feasible, for renovations of existing County facilities. Innovation and technology (such as that found in geothermal heating and cooling systems, green roofs and solar panels) should similarly be employed where feasible, and where appropriate levels of long-term sustainability, cost savings, efficiency and durability can be clearly expected or demonstrated.	In 2017, General Services continued to evaluate opportunities to upgrade equipment and monitors the equipment to minimize energy usage, consistent with policy and creature comfort.

<div>PN</div> <div>POPULATION NEEDS</div>	
PN 4.3. Work with the Senior Services Coalition to develop a strategic plan for seniors.	The Adult Services Unit continued to build on the Department of Social Services' (DSS) existing foundation to connect with community partners to identify and implement solutions to the core issues facing seniors. In 2017, the Peninsula Agency on Aging (PAA) staff participated in and provided input during the DSS strategic plan focus groups.
<div>T</div> <div>TRANSPORTATION</div>	
T 1.3.1. Adding the road segment to the Six-Year Improvement Program and considering public-private partnerships among other mechanisms to fund proposed improvements.	In May 2017, Planning staff worked with the Virginia Department of Transportation (VDOT) and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, and the Hick's Island Road bridge to the County's Six-Year Improvement Program (SSYP), all of which were also priorities identified in the FY 17-22 SSYP.
T 2.5. Coordinate with Williamsburg Area Transit Authority (WATA) and/or Hampton Roads Transit Authority (HRT) during review of development applications to ensure that proposals are conducive to incorporating the use of transit.	The Planning Division continues to work with WATA and developers to identify locations for bus routes and stops. In 2017, Planning staff worked with staff from WATA and New Town to discuss possible improvements to public transit infrastructure in New Town Sections 2 & 4.
T 3.2. Actively pursue additional local, State, Federal, and private funding to accelerate the construction for all needed modes of transportation facilities.	In 2017, Planning staff submitted transportation funding applications under several different funding programs. Smart-Scale funding was successfully requested for the Skiffes Creek Connector project. Staff submitted Revenue Sharing applications for Richmond Road New Construction Ped/Bike, Safety and Storm Drain Improvements project as well as the Grove Roadway Improvements project. Applications for Transportation Alternatives funding were also submitted for the Norge Depot Caboose and Clara Byrd Baker Safe Routes to School projects.
T 3.10. Implement the adopted James City County Pedestrian Accommodations Master Plan and Regional Bicycle Facilities Plan by planning for bikeways and pedestrian facilities in primary and secondary road plans and projects.	Planning staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the case of the Pocahontas Trail 7-11 which provides a multi-use path connection to the Quarterpath development, and as part of several applications for subdivisions and developments throughout the County.

<i>Tasks with a 6-10 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 5.2. Identify regulatory barriers in County regulations (such as special use permits), policies and procedures that may unnecessarily inhibit redevelopment and adaptive reuse and amend the Zoning Ordinance to address these issues.	In 2017, the Planning Division recommended and the Board of Supervisors approved changes to the Mixed Use Ordinance to allow parcels smaller than 5 acres to apply for rezonings to Mixed Use.
<i>Tasks with a 10 + year timeframe</i>	
T	TRANSPORTATION
T 1.3.4. Maximizing current road capacity by adding turn lanes or travel lanes, where appropriate, in a context sensitive manner.	In 2017, Planning staff worked with adjacent property owners and VDOT to develop intersection improvements and turn lane additions to the Centerville Road and News Road intersection.
<i>Ongoing (While generally speaking tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.)</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, assistance to new business, new business recruitment and support to the tourism industry.	With a new Economic Development Director on board in 2017, the EDA held a strategic planning retreat in December 2017 to develop priorities for the next two years. Tourism efforts are now back under the Office of Economic Development; a more formal strategy is expected to be completed in early 2018.
ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	In 2017, the Office of Economic Development started developing new incentives to replace the Enterprise Zone.
ED 3.3. Working with Williamsburg-James City County Schools (WJCC), New Horizons Regional Education Center and local colleges and universities, facilitate technical and professional opportunities for high school and college	In October 2017, the Office of Economic Development worked with County employers and WJCC on Manufacturing Day, an event where high school juniors and seniors tour manufacturing facilities to see the job opportunities that exist locally with and without four year college degrees. OED and WJCC also collaborated to integrate Career expo events in the three local high schools; the first event in the spring of

students through internship, training and mentorship programs.	2017 was a daytime event at each of the three schools, where employers staffed booths to promote local careers. The second event, in the fall of 2017, combined these career opportunities with the annual college night, creating the first ever College & Career Night at WHS for all WJCC juniors.
ED 4.1. Work with the College of William & Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.	OED continued collaborations with the College of William & Mary on the alumni recruitment event, VIMS partnership meetings, and Launchpad continue. It also continued collaboration with Thomas Nelson Community College (TNCC) on entrepreneurship events and was instrumental in getting the new ChefsGO!1.0 program designed and implemented. The program was launched by TNCC in 2017, offering hands on training to students interested in culinary careers.
ED 6.1. Foster tourism development in James City County and the Historic Triangle by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.	The County has continued to work with the Greater Williamsburg Chamber & Tourism Alliance. The second year of the concert series produced triple the attendance of the first year with more than 3,000 people attending the renamed Jamestown Jams in 2017.
CC COMMUNITY CHARACTER	
CC 6.1. Expect archaeological studies for development proposals requiring legislative approval on lands identified by the James City County staff as warranting such study and require their recommendations to be implemented. In making the determination, staff will consult archaeological studies and seek the recommendation of representatives of the County's Historical Commission or other qualified archaeologists if necessary.	This is ongoing during case reviews. As an example, in 2017, staff required an archaeology report to be recorded for Hickory Neck Church as part of SUP-0013-2017 Kensington School. Planning staff also began the process of converting the Archaeology Policy into an ordinance. The Board of Supervisors began the process on May 23, 2017 and the Policy Committee discussed the initiation on September 14, 2017.
ENV ENVIRONMENTAL	
ENV 1.1. Promote development and land use decisions that protect and improve the function of wetlands and the quality of water bodies.	Ongoing. In 2017 Planning Staff reviewed 5 stream and RPA restoration projects. Projects included the Oxford Road, Foxes Subdivision, Deere Circle and Woodland Farm stream restorations and a RPA restoration project for Top Notch Tree Service.
ENV 1.2.6 Continuing to encourage the development of regional BMPs that address cumulative future stormwater impacts and flood	In 2017, the Stormwater and Resource Protection Division worked with private owners to develop collaborative regional BMP plans, and installed regional BMP in older neighborhoods to address both water quality and volume.

control benefits.	
ENV 1.14.1. Utilizing available resources, including enforcement of maintenance agreements and covenants.	Throughout 2017, the Stormwater and Resource Protection Division mailed 112 inspection notices. Letters of corrective action were mailed to the BMP owners. BMPs, where the maintenance, repair or replacement or a plan for such was not submitted by the deadline, will be submitted to the County Attorney's office for further compliance action. Staff is actively working with owners to secure maintenance.
ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural BMPs, erosion control measures, stream bank buffers, and other nonpoint source controls in order to minimize negative effects of urban development and agricultural practices on water quality.	Ongoing. The Skimino Creek watershed management plan is in development.
ENV 4.1. Continue to implement reduction strategies by reducing building energy and transportation fuel consumption.	General Services continued to actively conduct energy audits and closely monitor energy usage at all County facilities. In 2017, General Services held monthly Facilities Energy Meetings held to consider strategic opportunities for reducing energy. Normalized energy per square foot continued to decrease.
H	HOUSING
H 3.4. Continue to assist for profit and nonprofit developers in obtaining funds to finance affordable and workforce housing developments from programs such as the Affordable Housing Incentive Program (AHIP). Continue to investigate the possibility of additional demonstration projects to illustrate the integration of financial incentive programs and modified land use policy to encourage least cost housing developments.	In 2017, the Housing Unit received a \$1 million Community Homeownership Revitalization Program award to support interest rate reduction for homebuyers. Staff continued to use preapproved builders for lots in Ironbound Square and for rehabilitation projects.
H 3.5. Continue to utilize the Housing Opportunities Policy (HOP) which states the County's definitions, goals and expectations for providing affordable and workforce housing in	In 2017, the Housing Opportunities Policy could no longer be applied to new residential developments due to changes to Code of Virginia Section 15.2-2303.4. However, the County continued to monitor and enforce HOP where it applied to developments submitted prior to the changes in legislation.

developments requiring legislative approval. Examine the policy in order to address issues, related to but not limited to homeowners association fees and infill development.	
LU	LAND USE
LU 2.1. Plan for and encourage the provision of strategically located greenways, sidewalks and bikeways to connect neighborhoods with retail and employment centers, parks, schools and other public facilities and to effectively connect buildings and activities within individual sites, using adopted plans for guidance.	In November 2017, the Planning Division submitted an application for a Transportation Alternatives Program project to complete bicycle and pedestrian accommodations to Clara Byrd Baker Elementary School. The Board of Supervisors also approved plans for the 7-Eleven and fast food restaurant on Pocahontas Trail, and Forest Glen Section 5, both of which included pedestrian accommodations with strategic connections.
PR	PARKS & RECREATION
PR 2.1. Continue to coordinate with the Virginia Department of Transportation (VDOT), the Historic Triangle Bicycle Advisory Committee, and local running, hiking, and bicycling clubs to develop a bikeway network consistent with the adopted Regional Bikeways Map and support the public provision of bicycle facilities by seeking County funding whenever feasible and by seeking non-County funding sources.	Ongoing. Staff continued to support and participate in committees such as VDOT's Pedestrian And Bicycle Accommodations Committee (currently evaluating alternative routes for the expansion of the Virginia Capital Trail), and the Historic Triangle Bicycle Advisory Committee (HTBAC). The project to widen Longhill Road (Route 612), approved by the Board of Supervisors on October 14, 2014, has entered its preliminary engineering phase and includes the provisions of sharrows (a shared-lane street marking) and shared used paths. Other continuing projects which include the provision of bike lanes/facilities are the Croaker Road Multi-use Trail and the Pocahontas Trail (Route 60) Multi-Modal project.
PR 5.1. Continue to encourage new developments to dedicate or otherwise permanently convey open space, greenway and conservation areas to the County or a public land trust.	Ongoing. Planning Division staff continued to review open space with each major subdivision. In 2017, Colonial Heritage dedicated 282 acres of land as an open space easement.
PR 5.2. Encourage new developments to dedicate right-of-way and construct sidewalks, bikeways, and greenway trails for transportation and recreation purposes, and construct such facilities concurrent with road improvements and other public projects in accordance with the	Ongoing. A recent example of Planning staff working with a development to dedicate right-of-way and provide sidewalk is New Town Section 8.

<p>Pedestrian Accommodation Master Plan, the Regional Bikeways Map and the Greenway Master Plan.</p>	
<p>PR 5.3. Encourage new developments requiring legislative review to proffer public recreation facilities consistent with standards in the Parks & Recreation Master Plan. New developments should have neighborhood parks with trails, bikeways, playgrounds, practice fields and open spaces.</p>	<p>While the County no longer accepts cash contributions, Planning staff worked with developers to incorporate certain recreational improvements into master plans. Examples of projects that have incorporated (or propose to incorporate) their recreational improvements in a master plan are Forest Glen residential development (approved by the Board of Supervisors on September 12, 2017) and Oakland Pointe (submitted for staff review in 2017 and tentatively scheduled for Planning Commission consideration in February 2018).</p>
<p>PR 6.3. Continue to offer the Inclusion service and conduct assessments with persons with disabilities to ensure necessary accessibility for participation in recreation programs.</p>	<p>In 2017, the Parks & Recreation completed a total of 39 new assessments and provided 584 citizens with accommodations in programs, classes and facilities.</p> <p>The Inclusion Coordinator offered disability awareness and behavior modification training to specialty, sports and outdoor camp instructors.</p> <p>The Parks & Recreation Department hired a full-time Therapeutic Recreation Leader position to assist with programs and completing assessments.</p> <p>In compliance with ADA and state licensure requirements, 27 staff maintained certifications in Medicine Administration Training and 19 staff in Diabetes Medicine Administration Training.</p> <p>Approximately 777 participants in the REC Connect before/after school program participated in disability awareness activities offered by the Inclusion Coordinator and Therapeutic Recreation staff.</p> <p>The Parks & Recreation Department also completed an ADA assessment of Jamestown Beach Event Park and recommended upgrades were added to the ADA transition plan. The County made ADA improvements to Jamestown Beach Event Park picnic area.</p> <p>Finally, the Parks & Recreation Department provided accessible transportation for customers with disabilities and seniors via a department-managed 14-passenger ADA</p>

	accessible van with a wheel-chair lift and locking system.
<p>PR 9.1. Continue to disseminate brochures and keep up to date information on the website to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.</p>	<p>The Parks & Recreation Department produced the Spring/Summer 2017 and Fall 2017/Winter 2018 activity brochures to inform citizens and visitors of Parks & Recreation offerings. Brochures were released annually in March and September and were available online or as free paper copies at all public James City County offices, park facilities and local libraries. The brochure was distributed electronically within the Williamsburg-James City County (WJCC) public schools via Peachjar. Beginning with the September 2017 release, hard copies of the brochure were also distributed in the WJCC schools to youth in grades K-12. For future releases, brochures will be distributed to grades K-8. The Parks & Recreation website was updated with the release of each brochure cycle. Daily management of each unit's web pages was monitored by Unit Administrators or their designees.</p> <p>Centers program staff created and uploaded monthly calendars of land and water group fitness classes for the website.</p> <p>The department also produced the Rec Center Times, a bi-monthly newsletter to keep patrons informed of happenings. The newsletter was emailed to all pass holders, posted on the web and printed for on-site pick-up.</p> <p>Center staff attended numerous corporate benefits fairs including the schools and Colonial Williamsburg to disseminate information on classes and memberships.</p> <p>They also created a Lounge Road Show to take to neighborhoods and civic organizations to increase awareness and membership.</p> <p>Parks staff reviewed and updated on a monthly basis more than 19 webpages dedicated to parks and trails.</p> <p>In December 2017, Parks & Recreation staff updated the Parks Guide, which provides a brief overview of all parks and trails, and five park-specific brochures: Chickahominy Riverfront Park, Little Creek, Veterans Park, Freedom Park and Powhatan Creek Park and Blueway. Park staff also purchased three new message centers to disseminate information at Powhatan Creek Park and Blueway, Veterans Park and Ironbound Park.</p>

	Recreation Services provided the activity brochure and program/discount information to 80 families participating in Neighborhood Outreach Programs. Staff conducted monthly reviews and updates of the division's website pages.
PF	PUBLIC FACILITIES
PF 1.3. Design facilities and services for efficient and cost-effective operations over the expected life of the facilities or programs.	In 2017, General Services completed HVAC upgrades at Building B, the Human Services Center, the Community Video Center and the Recreation Center. General Services staff also completed lighting upgrades at the Recreation Center.
PF 1.5.2. Develop a long-term maintenance program to ensure adequate maintenance of existing and proposed facilities.	General Service updated its 10-year plan for budgets in 2017 and will continue to monitor and update.
PF 3.1. Development should occur concurrently with the adequacy and accessibility of existing facilities and phased in accordance with the provision of new facilities and services.	Planning staff worked with the Planning Commission in preparing the CIP recommendations for the Board of Supervisors' budget process. Planning staff also evaluated all legislative applications against public facility needs.
PN	POPULATION NEEDS
PN 3.1. Continue to pro-rate membership to community centers and cost of programs according to income.	The Parks & Recreation Department continued to offer its discount assistance program for programs and Centers memberships, based on household income.
T	TRANSPORTATION
T 1.1. Ensure that new development follows recommended densities, intensities, and development patterns that will serve to preserve the road capacities and support the Community Character Corridor designations of existing and proposed roads.	Ongoing. In 2017, Planning staff worked with applicants to ensure that developments, such as The Kensington School and Ford's Colony, adequately addressed traffic impacts and infrastructure needs through upholding previously adopted proffers. In the case of Ford's Colony, which was ultimately not approved, the plan included provisions for a Community Character Corridor buffer along Centerville Road.
T 1.2. Expect new developments to maintain an acceptable level of service on the surrounding roads and intersections consistent with the land use context (rural, suburban and urban) and the functional classification of the roadway. Ensure that new developments do not compromise planned transportation enhancements. New	Roadway levels of service continued to be a key factor in the evaluation of development applications, and were considered in a context sensitive manner, depending on the development's location. In 2017, the Planning Division reviewed all legislative and administrative applications with a specific eye towards transportation impacts, such as impacts associated with new development at Williamsburg Landing.

development should minimize the impact on the roadway system by:	
T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access and frontage roads.	Ongoing. The Planning Division continued to encourage shared access and appropriate entrance spacing during legislative cases, including a 2017 SUP at Two Drummers Smokehouse and Extra Mile Lawn Care, and cases that required shared driveways for subdivisions including three or more lots.
T 1.2.3. Concentrating commercial development in compact nodes or in Mixed Use areas with internal road systems and interconnected parcel access rather than extending development with multiple access points along existing primary and secondary roads.	In 2017, Planning staff continued to encourage these principles. For example, staff worked with several applicants at the conceptual plan review level to limit curb cuts in areas along Monticello Avenue.
T 1.3.2. Precluding high traffic generating uses in or near the affected road segment as allowed by the <i>Code of Virginia</i> .	Ongoing. Cases are evaluated on a case-by-case basis against this criteria.
T 1.3.5. Designing and implementing transit, pedestrian, and/or cycling alternatives along the corridor, including multi-use paths and paved shoulders.	Planning staff worked as part of a regional team to research routes for a multi-use path extending from the current Capital Trail and ending in Hampton and Suffolk, preliminarily identified as the Birthplace of America Trail (BOAT). On May 9, 2017, the Board of Supervisors adopted a resolution supporting the conceptual alignment for the BOAT.
T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization (HRTPO), which serves as the transportation planning body for the region.	Planning staff continued to attend and be an active contributor to HRTPO's Transportation Technical Advisory Committee (TTAC). In 2017, the James City County Planning Director served as Chair of that committee. Members of County administration and the Board of Supervisors also served on the HRTPO Board.
T 3.5. Work with VDOT to design new or enhanced complete streets that allow for the safe accommodation of automobiles, public transit, pedestrians, cyclists and other users.	Ongoing. In 2017, Planning staff worked to ensure that complete street design was considered during the preliminary engineering phase of the Longhill Road expansion project and as part of the Pocahontas Trail Corridor Study.
T 3.8. Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended	In 2017, Planning staff applied for funding through the Smart-Scale program for the Skiffes Creek Connector Project, which will capture truck traffic which would otherwise use Pocahontas Trail.

functions of the road and adjoining land use patterns.	
T 3.9. Include bikeways, pedestrian facilities and/or multi-use trails within major developments and elsewhere in the County, especially connecting residential and non-residential areas and County facilities.	Staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the case of the Pocahontas Trail 7-11 which provides a multi-use path connection to the Quarterpath development, and as part of several applications for subdivisions and developments throughout the County.

GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CCA	Community Character Area
CCC	Community Character Corridor
CIP	Capital Improvements Program
CO	Certificate of Occupancy
DHCD	Virginia Department of Housing and Community Development
DCR	Department of Conservation and Recreation
DHR	Virginia Department of Historic Resources
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
HOP	Housing Opportunities Policy
JCCRC	James City County Recreation Center
LEED	Leadership in Energy and Environmental Design
LID	Low Impact Development
LOS	Level of Service
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Areas
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
PDR	Purchase of Development Rights
PLAT	Professional Landscape Assessment Team
PSA	Primary Service Area
SSPRIT	Subdivision / Site Plan Review Improvement Team
TDR	Transfer of Development Rights
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority



2017 JAMES CITY COUNTY PLANNING COMMISSIONERS



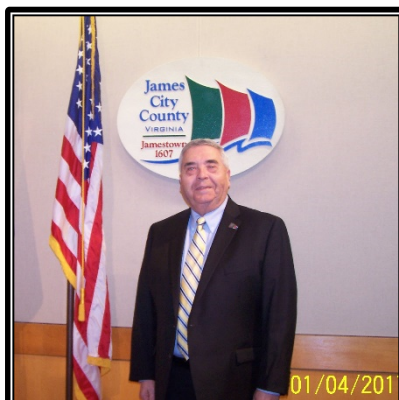
Rich Krapf, Chair
Powhatan District



Heath Richardson, Vice Chair
Stonehouse District



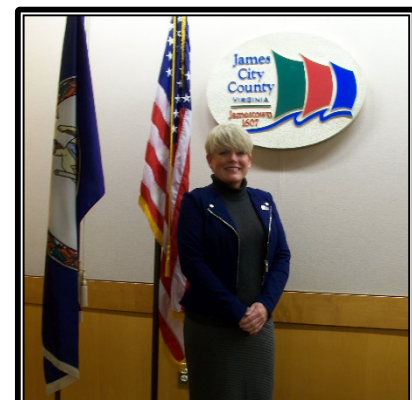
Jack Haldeman
Berkeley District



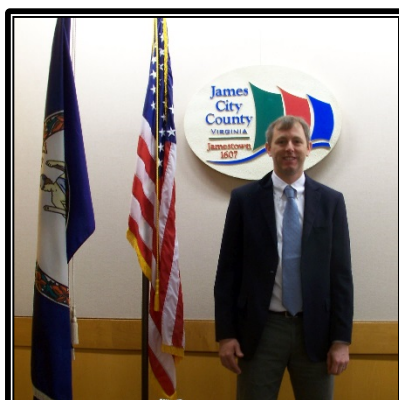
John Wright, III
At-Large



Tim O'Connor
At-Large



Robin Bledsoe
Jamestown District



Danny Schmidt
Roberts District

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

101-A MOUNTS BAY ROAD

WILLIAMSBURG, VIRGINIA 23185

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2017 BOARD OF ZONING APPEALS ANNUAL REPORT

2017 BOARD OF ZONING APPEAL MEMBERS

Name	District	Appointment	Term Expires
Ron Campana, Jr., Chairman *	Jamestown	8/2011	6/30/2021
William J. Geib, Vice Chairman*	Powhatan	4/2013	3/31/2018
David Otey, Jr. *	Roberts	3/2015	3/31/2020
Marvin Rhodes *	Stonehouse	2/2015	3/31/2018
Stephen M. Rodgers	Berkeley	2/2014	3/31/2019

* Virginia Certified BZA Member

INTRODUCTION

The James City County's Board of Zoning Appeals (BZA) is a five-member, quasi-judicial body appointed by the local circuit court to serve five-year terms. Any community adopting a zoning ordinance must also establish an appeals board for review of circumstances where landowners may be unjustly burdened by the Zoning Ordinance. The Board conducts public hearings to consider requests for variances to the County's Zoning Ordinance, as well as appeals of decisions made by the Zoning Administrator.

The definition of variance reads:

Variance means, in the application of a zoning ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land, or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

The Board must find that the strict application of the Zoning Ordinance would unreasonably restrict the utilization of the property. Any decision made by the Board may be appealed to the James City County Circuit Court within 30 days.

State Code language places the burden of proof on the applicant with these five standards as the criteria:

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of a variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and

- (i) *the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
- (ii) *the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
- (iii) *the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
- (iv) *the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
- (v) *the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.*

MEETINGS

The James City County BZA is scheduled to meet the first Thursday of every month at 5 p.m. in Building F at the James City County Government Complex. The BZA met four times in 2017.



Five applications for variances were considered in 2017. Two were for administrative variances and three applications went before the BZA. The synopses of the applications are as follows:

VARIANCES

ZA-0001-2017, 106 Southeast Trace - This was an application for a variance to Section 24-258(b), Yard Requirements, to reduce the required rear setback from 35 feet to 30 feet to allow for the expansion of the existing kitchen and dining area. Staff recommended denial of the application based on criteria set forth by the General Assembly. This application was approved by the BZA on April 7, 2017.

ZA-0003-2017, 3651 Rochambeau Drive - This was an application for a variance to Section 24-535.4, Setback Requirements, to reduce the required setback from 60 feet from the centerline of the street to 0 feet from the edge of the public right-of-way along portion of School House Lane located internal to the property. This is where the existing school currently encroaches into the setback and where the proposed canopy is to be constructed. Staff recognized the dedication of School House Lane into the Secondary State Street Program had unintentional consequences that created the setback issue after the site plan was approved and the construction of the school was completed. Staff recommended denial of the application based on criteria set forth by the General Assembly. This application was approved by the BZA on August 3, 2017.

ZA-0004-2017, 132 Howard Drive - This was an application for a variance to Section 24-258(a), Yard Requirements, to reduce the required side setback from 10 feet to 9.2 feet on both sides of the property. This application was to allow for the continued placement of the single family dwelling. This application was approved by the Zoning Administrator on September 7, 2017.

ZA-0006-2017, 124 Indigo Dam Road - This was an application for a variance to Section 24-255(a), Area Requirements, to reduce the minimum lot size from 10,000 square feet to 8,670 square feet. This application was to allow for the subdivision of the property into 2 lots. Staff recommended denial of the application based on criteria set forth by the General Assembly. This application was approved by the BZA on December 7, 2017.

ZA-0007-2017, 8201 Croaker Road - This was an application for a variance to Section 24-219(b), Special Provisions for Corner Lots, to reduce the required side setback from 50 feet to 48.7 feet on Cedar Point Lane. This application was to allow for the continued placement of the existing modular structures. This application was approved by the Zoning Administrator on December 11, 2017.

JAMES CITY BOARD OF ZONING APPEALS



From left to right: Stephen Rodgers, Ron Campana, Jr., Marvin Rhodes, William Geib, and David Otey, Jr.

ITEM SUMMARY

DATE: 4/10/2018

TO: The Board of Supervisors

FROM: Darryl E. Cook, Assistant Director of Stormwater Division

SUBJECT: Floodplain Management Plan - Annual Report

No action is required for this item. Receipt by the Board of the Floodplain Management Plan's Annual Progress Report is a requirement of the County's participation in the Federal Emergency Management Agency's Community Rating System (CRS). Participation in the CRS program allows County residents to receive flood insurance premium discounts. The current discount rate is 15%.

ATTACHMENTS:

	Description	Type
📎	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Stormwater	Geissler, Fran	Approved	3/23/2018 - 9:52 AM
General Services	Boone, Grace	Approved	3/23/2018 - 2:50 PM
Publication Management	Burcham, Nan	Approved	3/23/2018 - 3:11 PM
Legal Review	Kinsman, Adam	Approved	3/29/2018 - 2:04 PM
Board Secretary	Fellows, Teresa	Approved	3/29/2018 - 2:24 PM
Board Secretary	Purse, Jason	Approved	4/3/2018 - 2:28 PM
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 2:47 PM

MEMORANDUM

DATE: April 10, 2018
TO: The Board of Supervisors
FROM: Darryl E. Cook, Assistant Director of Stormwater and Resource Protection Division
SUBJECT: Floodplain Management Plan - Annual Report

No action is required for this item.

Receipt by the Board of the Floodplain Management Plan's Annual Progress Report is a requirement of the County's participation in the Federal Emergency Management Agency's (FEMA) Community Rating System (CRS). Participation in the CRS program allows County residents to receive flood insurance premium discounts. The current discount rate is 15%.

The Annual Report is available at <https://en.calameo.com/read/004529642958a081a0a7c?page=1>

DEC/nb
FloodplainARep-mem

ITEM SUMMARY

DATE: 4/10/2018

TO: The Board of Supervisors

FROM: Savannah Pietrowski, Senior Planner, and Jose Ribeiro, Senior Planner II

SUBJECT: Fiscal Year 2019-2023 Capital Improvements Program

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Attachment 1. Unapproved Planning Commission minutes from March 19, 2018	Backup Material
▣	Attachment 2. Policy Committee ranking criteria	Backup Material
▣	Attachment 3. Policy Committee CIP summary spreadsheet	Backup Material
▣	Attachment 4. Approved Policy Committee minutes from February 8, 2018	Backup Material
▣	Attachment 5. Approved Policy Committee minutes from February 15, 2018	Backup Material
▣	Attachment 6. Approved Policy Committee minutes from February 22, 2018	Backup Material
▣	Attachment 7. Unapproved Policy Committee minutes from March 8, 2018	Backup Material
▣	Attachment 8. Ambler's House Property Conditions Assessment, Guernsey Tingle	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	3/23/2018 - 11:48 AM
Development Management	Holt, Paul	Approved	3/23/2018 - 11:48 AM
Publication Management	Daniel, Martha	Approved	3/23/2018 - 11:55 AM
Legal Review	Kinsman, Adam	Approved	3/29/2018 - 2:03 PM
Board Secretary	Fellows, Teresa	Approved	3/29/2018 - 2:24 PM
Board Secretary	Purse, Jason	Approved	4/3/2018 - 2:28 PM
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 2:47 PM

MEMORANDUM

DATE: April 10, 2018

TO: The Board of Supervisors

FROM: Savannah Pietrowski, Senior Planner
Jose Ribeiro, Senior Planner II

SUBJECT: Fiscal Year 2019-2023 Capital Improvements Program

The Planning Commission annually ranks Capital Improvements Program (CIP) requests submitted by various County departments. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process.

As described in the Code of Virginia, the CIP is one of the methods of implementing the Comprehensive Plan and is of equal importance to methods like the Zoning and Subdivision Ordinances, official maps and transportation plans. The Policy Committee uses a standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Committee members were then averaged to produce the Committee's final score and priority. The Committee's ranking criteria are attached for reference (Attachment No. 2).

In Attachment No. 3, the CIP project requests from County departments and Williamsburg-James City County (WJCC) Schools are summarized. This year there was a total of 26 projects submitted for consideration by the Policy Committee: 13 from James City County departments and 13 from WJCC Schools. The projects total \$83.96 million, with \$7.52 million of that total identified for FY 19. Four of the proposed County projects have been previously included in the Board's five-year CIP: the Stormwater Improvements and Transportation Match applications, as well as applications from Parks and Recreation for the James City County Marina and the Jamestown Beach Event Park. Many of the improvements proposed by WJCC Schools were included in prior CIPs; however, estimates and completion timelines have been amended.

The projects are listed from highest to lowest. Staff received more detailed applications for each project; however, rather than provide every application in the Meeting Packet, staff has included a brief summary for each project in Attachment No. 3. If there is any specific project for which a Board member is interested in having more detailed information, please refer to the CIP materials posted online for the [February 8, 2018](#) Policy Committee meeting. Staff notes that during discussion with County Administration, revisions were made to the "Jamestown Destination Area-Amblers House" application which revised the scope of the application to include only the stabilization of the house. While the monetary figures in the application and in Attachment No. 2 are accurate and up to date, the application narrative may still contain references to items that are no longer part of their CIP application.

Recommendation

At its meeting on March 19, 2018, the Planning Commission voted 6-0 (Richardson absent) to endorse the FY19-23 CIP priorities as prepared by the Policy Committee to serve as a recommendation to the Board of Supervisors. Special considerations and/or supplemental information has been provided for several of these projects. The projects selected are listed below in rank order. Please note that some of these projects received tied rankings.

1. Stormwater neighborhood drainage improvements *
2. Buses for James Blair Middle School *
3. Transportation match*
3. Lafayette High School exterior sewer line replacement *
5. James City County Marina *
6. Fire Station 6 *
7. Columbia Drive *
8. Water main betterment *
9. Jamestown Destination Area-Ambler's House */**
10. Chickahominy Riverfront Park new restrooms and concession building
11. Jamestown Beach Event Park improvements
12. Berkeley Middle School entrance redesign *
12. Lafayette High School entrance redesign *
12. James River Elementary School entrance redesign
12. Stonehouse Elementary School entrance redesign
12. Toano Middle School entrance redesign
12. Laurel Lane Elementary School entrance redesign
18. New James City County Library Branch
19. Marina Phase 2
20. Matthew Whaley Elementary School parking lot expansion *
21. Jamestown High School expansion
22. Warhill High School expansion
23. Lafayette High School expansion
24. Warhill Sports Complex baseball field expansion
25. Veterans Park Phase 2 improvements
26. Berkeley Middle School well removal

* *These projects are requesting funding in FY 19.*

** *The Policy Committee identified that, while the Ambler's House project ranked 9th overall, funding of the seven "Priority (Urgent) Recommendations" identified in the Property Conditions Assessment (page 17) prepared by Guernsey Tingle, dated November 25, 2016, is a very high priority to the Committee. This study is attached for your reference.*

For the purposes of assisting in the preparation of the budget, the Policy Committee and the Planning Commission recommend that the Board of Supervisors consider the aforementioned CIP rankings and recommendation.

SP/JR/md

FY19-23CIP-mem

Attachments:

1. Unapproved Planning Commission minutes from March 19, 2018
2. Policy Committee ranking criteria
3. Policy Committee CIP summary spreadsheet
4. Approved Policy Committee minutes from February 8, 2018
5. Approved Policy Committee minutes from February 15, 2018
6. Approved Policy Committee minutes from February 22, 2018
7. Unapproved Policy Committee minutes from March 8, 2018
8. Ambler's House Property Conditions Assessment, Guernsey Tingle

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
March 19, 2018
6:00 PM

A. CALL TO ORDER

Mr. Rich Krapf called the meeting to order at 6:02 p.m.

B. ROLL CALL

Planning Commissioners Present:

Rich Krapf

Tim O'Connor

Danny Schmidt

Jack Haldeman

Frank Polster

Julia Leverenz

Planning Commissioners Absent:

Heath Richardson

Staff Present:

Paul Holt, Director of Community Development and Planning

Savannah Pietrowski, Senior Planner

Max Hlavin, Assistant County Attorney

C. ANNUAL ORGANIZATION MEETING

1. Election of Officers

Mr. Krapf stated that the first position to be filled is Planning Commission Chair. Mr. Krapf opened the nomination period.

Mr. Tim O'Connor nominated Mr. Heath Richardson for Planning Commission Chair.

As there were no further nominations, Mr. Krapf closed the nomination period.

On a voice vote the Commission elected Mr. Richardson as the 2018 Planning Commission Chair (6-0).

Mr. Krapf stated that the next position to be filled is Planning Commission Vice Chair. Mr. Krapf opened the nomination period.

Mr. O'Connor nominated Mr. Danny Schmidt for Planning Commission Vice Chair.

As there were no further nominations, Mr. Krapf closed the nomination period.

On a voice vote the Commission elected Mr. Schmidt as the 2018 Planning Commission Vice Chair (6-0).

Mr. Krapf stated that in accord with the Planning Commission Bylaws, the new officers would take their places at the April 4, 2018 Planning Commission meeting.

Mr. Krapf further noted that assignments for the Policy Committee and Development Review Committee (DRC) would be made prior to the April 4, 2018 Planning Commission meeting.

2. Proposed Calendar for 2018-2019

Mr. Paul Holt, Director of Community Development and Planning, stated that the Commission has before them the proposed calendar for the remainder of 2018 through the Commission's Organizational meeting on March 18, 2019. Mr. Holt noted that the dates provided 2019 – 2020 were for placeholder purposes. Mr. Holt noted that the general schedule format continues to be the same as previous years with the Planning Commission meeting on the first Wednesday of each month, the Policy Committee meeting on the second Thursday of each month and the DRC meeting on the third Wednesday of each month. Mr. Holt noted that both the Policy Committee and DRC meetings start at 4:00 p.m. Mr. Holt further noted that based on guidance from the Commission, the Planning Commission meetings would start at 6:00 p.m. beginning with the April 4, 2018 meeting. Mr. Holt noted that a Work Session with the Board of Supervisors is anticipated for May 22, 2018 at 4:00 p.m. Mr. Holt further noted that the July 2018 Planning Commission meeting will be held on Tuesday, July 3 due to the July 4 holiday falling on Wednesday.

Mr. Holt stated that the Commission also has before them a resolution to adopt a Weather Continuation Date to account for instances where the Commission cannot meet due to inclement weather. Mr. Holt stated that the resolution fixed that date to the Monday following the regularly scheduled Commission meeting. Mr. Holt stated that in accord with State Code, the resolution will be published in the paper prior to the April 4, 2018 planning Commission meeting.

Mr. Jack Haldeman made a motion to adopt the Weather Continuation Date resolution.

On a voice vote the Commission voted to adopt the Weather Continuation Date resolution (6-0).

Ms. Julia Leverenz made a motion to adopt the 2018-2019 Calendar.

On a voice vote the Commission voted to adopt the 2018-2019 Calendar (6-0).

D. PUBLIC COMMENT

Mr. Krapf opened Public Comment.

As no one wished to speak, Mr. Krapf closed Public Comment.

E. PUBLIC HEARING

1. Fiscal Year 2019-2023 Capital Improvements Program

Ms. Savannah Pietrowski, Senior Planner, stated that after a series of meetings to discuss and evaluate the Capital Improvements Program (CIP) requests, the Policy Committee is forwarding its recommendations for the Fiscal Year 2019-2023 CIP for Planning Commission consideration. Ms. Pietrowski stated that this year there was a total of 26 projects submitted for consideration by the Policy Committee: 13 from James City County departments and 13 from Williamsburg-James City County (WJCC) Schools. Ms. Pietrowski stated that the projects total \$83.96 million, with \$7.52 million of that total identified for Fiscal Year 2019.

Ms. Pietrowski stated that Policy Committee members used a standardized set of ranking criteria to prioritize each of the potential projects. Ms. Pietrowski stated that individual Committee member scores were then averaged to generate the final project score and priority number.

Ms. Pietrowski stated that the top five priorities identified by the Policy Committee were: Stormwater neighborhood drainage improvements, Buses for James Blair Middle School, transportation match, Lafayette High School exterior sewer line replacement and the James City County Marina.

Ms. Pietrowski stated that at its March 8, 2018 meeting, the Policy Committee unanimously recommended forwarding these priorities to serve as a recommendation to the Board of Supervisors.

Ms. Pietrowski stated that staff recommends that the Planning Commission forward these priorities to the Board of Supervisors for consideration during the budget process.

Mr. Krapf opened the Public Hearing.

Mr. Jay Everson, 103 Branscome Blvd., addressed the Commission in support of the CIP recommendations as ranked by the Policy Committee. Mr. Everson requested that the Commission approve the priorities as ranked by the Policy Committee.

As no one else wished to speak, Mr. Krapf closed the Public Hearing.

Mr. Krapf opened the floor for discussion by the Commission.

Mr. O'Connor thanked the Policy Committee for its work on reviewing the applications and developing the list of priorities. Mr. O'Connor noted that the WJCC Schools has moved the school expansion projects back by a year and that they are in the process of developing a five-year Strategic Plan. Mr. O'Connor inquired if the Policy Committee was comfortable with the status of the WJCC Schools projects.

Mr. Haldeman stated that he has reviewed the data on school enrollment both past and present. Mr. Haldeman stated that he does not believe the needs can be predicted accurately long-term. Mr. Haldeman noted that the WJCC Schools does update the data yearly to include the most recent data on population and the number of children enrolled. Mr. Haldeman stated that it does not appear, based on the data, that there is a need for expansion in the next two years.

Mr. Haldeman made a motion to forward the list of CIP priorities with the Policy Committee's additional notes to the Board of Supervisors.

On a roll call vote, the Commission voted to forward the list of CIP priorities with the Policy Committee's additional notes to the Board of Supervisors (6-0).

F. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Krapf noted that Mr. Schmidt would be the Commission's representative to the Board of Supervisors for April.

Mr. Krapf stated that the varied backgrounds, experiences and skills set of the Commissioners made for well-informed discussions for the land use cases and other matters that came before the Commission. Mr. Krapf thanked the Commission members for their thoughtful decisions and their support during his term as Planning Commission Chair.

Mr. Holt stated that over the last years, the CIP process has been refined through the efforts of staff, the Policy Committee and the WJCC Schools. Mr. Holt thanked the WJCC School Board and staff for their efforts to coordinate their requests and process with the County's CIP review.

G. ADJOURNMENT

Mr. Haldeman made a motion to adjourn.

The meeting was adjourned at approximately 6:21 p.m.

Rich Krapf, Chair

Paul D. Holt, III, Secretary

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA

James City County Planning Commission

SUMMARY

The Capital Improvement Program ("CIP") is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

A. DEFINITION

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County ("JCC" or the "County"). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County's fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

B. PURPOSE

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan ("CIP plan"), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County's goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

C. RANKINGS

Capital projects, as defined in paragraph A, will be evaluated according to the CIP Ranking Criteria. A project's overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

D. FUNDING LIMITS

On an annual basis, funds for capital projects will be limited based on the County's financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors' Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

E. SCHEDULING OF PROJECTS

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

CIP RANKING CRITERIA

Project Ranking By Areas of Emphasis

1. Quality of Life (20%) - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

2. Infrastructure (20%) – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

3. Economic Development (15%) – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

4. Health/Public Safety (15%) - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

5. Impact on Operational Budget (10%) – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

6. Regulatory Compliance (10%) – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)

- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

7. Timing/Location (10%) - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

8. Special Consideration (*no weighting- if one of the below categories applies, project should be given special funding priority*) – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

FY 19 - 23 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2019 Requested	FY 2020 Requested	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	Total Requested	Agency Priority	Out of	PC Score	Special Consideration	Priority	Other Notes
M	Stormwater	Stormwater Capital Improvement Program	Various projects to address undersized and failing drainage systems, restore eroded channels and install new facilities to treat runoff pollution.	\$2,493,000.00	\$2,613,000.00	\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$12,544,000.00	1	1	87.3	Y	1	This project requested funding in FY19.
N	WJCC Schools	Buses for new school - James Blair M.S.	Purchase of five (5) additional buses to accommodate the addition of a fourth middle school (James Blair).	\$545,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545,000.00	1	13	76	Y	2	This project requested funding in FY19.
L	Planning	Transportation Match	Various transportation projects, including Pocahontas Trail, Croaker Road, Longhill Road, Richmond Road and Clara Byrd Baker E.S.	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$7,500,000.00	1	1	74.3	Y	3	This project requested funding in FY19.
O	WJCC Schools	Exterior sewer line replacement - Lafayette H.S.	Replacement of exterior sewer lines to entire building.	\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	2	13	74.3		3	This project requested funding in FY19.
F	Parks & Rec.	James City County Marina	Replacement of existing bulkhead and replacement and expansion of uncovered floating dock system, and two covered boat dock sections; relocation of gas tank/system; and installation of green shoreline in appropriate areas.	\$323,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323,500.00	1	6	63.6	Y	5	This project requested funding in FY19.
C	Fire	Fire Station 6	Construction of new fire station. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.	\$1,000,000.00	\$1,410,000.00	\$6,215,000.00	\$1,285,000.00	\$0.00	\$9,910,000.00	1	1	62.1		6	This project requested funding in FY19.
A	Econ. Dev.	Columbia Drive	Road improvements to Columbia Drive to allow acceptance into VDOT public road system.	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	1	2	59.8	Y	7	This project requested funding in FY19.
D	JCSA	Water Main Betterment	Water main improvements on Longhill and Centerville Road/News Road to coincide with VDOT road projects.	\$360,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$485,000.00	1	1	54.8	Y	8	This project requested funding in FY19.
B	Econ. Dev.	Jamestown Destination Area - Amblers House	Stabilization of the Amblers House.	\$504,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504,500.00	2	2	54.6		9	This project requested funding in FY19. The Policy Committee identified that, while the Amblers House project ranked 9th overall, funding of the seven "Priority (Urgent) Recommendations" identified in the Property Conditions Assessment (pg. 17) prepared by Guernsey Tingle, dated November 25, 2016, is a very high priority to the Committee.
G	Parks & Rec.	New Restroom and Concession Building - CRP	Construction of new building with additional urinals, stalls, changing room and larger concession area to meet existing health department and building code requirements.	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00	2	6	53.1		10	
H	Parks & Rec.	Jamestown Beach Event Park Improvements	Improvements to park including: two additional restroom facilities to support beach and event areas including utilities; providing electrical power to event area; paving of roads, drop off areas and handicap parking; permanent parking in current overflow lot; picnic and concession area improvements; and ADA trail improvements.	\$0.00	\$333,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,633,000.00	3	6	47.5	Y	11	
T	WJCC Schools	Entrance redesign - Berkeley M.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$110,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,176.00	7	13	45.6		12	This project requested funding in FY19.

FY 19 - 23 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2019 Requested	FY 2020 Requested	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	Total Requested	Agency Priority	Out of	PC Score	Special Consideration	Priority	Other Notes
U	WJCC Schools	Entrance redesign - Lafayette H.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$110,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,177.00	8	13	45.6		12	This project requested funding in FY19.
V	WJCC Schools	Entrance Redesign - James River E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$39,669.00	\$0.00	\$0.00	\$0.00	\$39,669.00	9	13	45.6		12	
W	WJCC Schools	Entrance Redesign - Stonehouse E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$162,055.00	\$0.00	\$0.00	\$0.00	\$162,055.00	10	13	45.6		12	
X	WJCC Schools	Entrance redesign - Toano M.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$129,814.00	\$0.00	\$0.00	\$0.00	\$129,814.00	11	13	45.6		12	
Y	WJCC Schools	Entrance redesign - Laurel Lane E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$0.00	\$93,159.00	\$0.00	\$0.00	\$93,159.00	12	13	45.6		12	
E	Libraries	New James City County Library Branch	Construction of a new 50,000 SF public library facility by 2023 in or adjacent to the Berkley District.	\$0.00	\$0.00	\$1,406,250.00	\$10,234,375.00	\$13,234,375.00	\$24,875,000.00	1	1	44.3		18	
I	Parks & Rec.	Marina Phase 2	Relocation of existing boat ramp, installation of covered slips, and dredging of basin. Basin is silting in and impacting the ability of boats to launch from the Marina. The phase one project will identify the exact locations where dredging is needed. The ramp needs to be relocated from the front of the marina store to improve operations and to remove the traffic backup in front of the brewery and marina.	\$0.00	\$200,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,500,000.00	4	6	42.6	Y	19	
S	WJCC Schools	Parking Lot Expansion - Matthew Whaley E.S.	Addition of 46 paved parking spaces to the rear of the building and addition of a BMP.	\$319,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319,815.00	6	13	38.4		20	This project requested funding in FY19.
P	WJCC Schools	School Expansion - Jamestown H.S.	Expansion of the cafeteria space and addition of instructional space.	\$0.00	\$928,877.00	\$10,763,356.00	\$0.00	\$0.00	\$11,692,233.00	3	13	36.8		21	
Q	WJCC Schools	School Expansion - Warhill H.S.	Addition of instructional space.	\$0.00	\$0.00	\$405,009.00	\$4,698,444.00	\$0.00	\$5,103,453.00	4	13	35.3		22	
R	WJCC Schools	School Expansion - Lafayette H.S.	Addition of instructional space.	\$0.00	\$0.00	\$0.00	\$254,229.00	\$2,945,882.00	\$3,200,111.00	5	13	35.3		22	
K	Parks & Rec.	Baseball Field Expansion at WSC	Construction of two lighted turf baseball fields, additional parking and restroom facilities.	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	\$2,100,000.00	6	6	34.1		24	
J	Parks & Rec.	Veterans Park Phase 2 Improvements	Complete phase 2 improvements at Veterans Park (splash pad, eastern parking lot addition, bus parking addition, sidewalk connections).	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00	5	6	31.5		25	
Z	WJCC Schools	Well Removal - Berkeley M.S.	Removal of existing well.	\$0.00	\$0.00	\$77,661.00	\$0.00	\$0.00	\$77,661.00	13	13	29.5		26	
Total:				\$7,521,168	\$7,441,415	\$25,614,435	\$20,972,048	\$22,414,257	\$83,963,323						

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 8, 2018
4:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Danny Schmidt
Heath Richardson

Absent:

Rich Krapf

Staff:

Paul Holt, Planning Director
Ellen Cook, Principal Planner
Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Roberta Sulouff, Senior Planner
Alex Baruch, Planner
Tom Leininger, Community Development Assistant
Maxwell Hlavin, Assistant County Attorney
Sharon Day, Assistant Director Financial and Management Services (FMS)
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II

Mr. Jack Haldeman opened the discussion.

Ms. Roberta Sulouff stated that, as discussed during the September Policy Committee, transportation impacts formerly addressed in the proffer process are generally assessed under three administrative policies: the Pedestrian Accommodations Master Plan, the Regional Bike Facilities Plan and the Traffic Impact Analysis (TIA). She stated that pedestrian accommodations are already required in the Zoning Ordinance for all administrative cases with some exceptions and exemptions. She stated that staff has drafted Zoning and Subdivision Ordinance amendments to extend those requirements, waivers and exemptions to bicycle

facilities. She stated that most transportation improvements commonly identified through the TIA policy cannot be addressed through master plans or other administrative requirements, as many of those improvements are considered off-site. She stated that staff has recommended the addition of Ordinance language that explicitly addresses the Virginia Department of Transportation and other agencies' roles in the site plan and subdivision approval process. She stated that staff is recommending the addition of an adequate facilities test to provide clarity on how the policy can be used on cases without Special Use Permit (SUP) or proffer conditions. She stated that the policy is to be taken into consideration during the recommendation process. She stated that staff will use the Policy Committee's input to finalize draft language.

Mr. Danny Schmidt stated that he was comfortable with the process.

Mr. Heath Richardson stated that the process has been streamlined.

Mr. Alex Baruch stated that at the next meeting, staff can have final Ordinance language based off of today's meeting in a strikethrough format to be passed on to the Planning Commission (PC).

Mr. Richardson asked if changes can still be made.

Mr. Baruch confirmed and stated that any changes can be emailed to him.

Mr. Haldeman asked if there were any other comments.

There were no more comments or questions.

2. ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy

Mr. Haldeman opened the discussion.

Ms. Ellen Cook stated that there were changes to the Archaeological Policy and Natural Resource Policy since the packet went out and after communicating with the County Attorney's Office. She stated that there are more options for the Policy Committee consideration. She stated that the first option is to continue with the current situation and have the policy apply to SUPs and non-residential rezonings and not residential rezonings. She stated that the second option is to create an overlay district. She stated that for natural heritage resources overlay district would be based on the sensitive areas of the B-1, B-2 and B-3 natural areas in the County. She stated that for archaeology, the overlay would be based on known sites or sensitive areas.

Mr. Paul Holt stated that an overlay district would be added to the zoning of the property and have additional requirements.

Mr. Schmidt asked if the overlay district would only apply to the areas that are known to have sensitive areas.

Mr. Holt confirmed.

Ms. Cook stated that the third option would add a requirement to complete and submit a phase one study for archaeology or an initial species inventory for natural heritage to the submittal requirements. She stated that language could be added to require further studies or management plans if recommended by the phase one study or initial species inventory. She stated that the further studies would need to be completed before obtaining a land disturbing permit. Ms. Cook stated that the fourth option would apply to all development plans and that

the studies would be applied to all site plans. She stated that the third option applies to legislative cases and the fourth option applies to all development cases. She stated that the fifth option repeats the idea of the fourth option, but excludes certain uses from going through the studies.

Mr. Richardson asked what uses would be excluded.

Ms. Cook stated that the specific uses have not been determined, but an example could be a building under a certain amount of square footage.

Ms. Cook stated that the sixth option would apply the requirements to certain zoning districts.

Mr. Holt stated that smaller site plan amendments may not have to go through the requirements for natural resource or archaeological studies.

Mr. Richardson asked if option three and four could be combined.

Ms. Cook stated that option four would include everything that option three would include. She stated that option five is less restrictive than option four.

Mr. Schmidt stated that he would be more comfortable with a hybrid of several options to avoid being too restrictive on single-family homes and smaller development projects. He stated that the history of the County is important to keep in mind when deciding which options to use.

Mr. Haldeman asked if phase one studies are currently required for rezonings and SUPs.

Ms. Cook confirmed, but the County does not accept proffers for residential rezonings.

Mr. Haldeman asked if options three and four apply to residential rezonings.

Ms. Cook confirmed.

Mr. Schmidt stated that there are a lot of areas in the County that have already gone through the phase one study.

Mr. Holt confirmed. He stated that if the Policy Committee looks into option four, it should also look into option five to potential exclude certain uses.

Mr. Richardson asked what the advantages were of an overlay district.

Mr. Holt stated that an overlay is property specific.

Mr. Richardson stated that option two potentially would not be a good fit for the County due to the history of the area.

Mr. Schmidt stated that there is always a possibility of finding a site that was previously unknown.

Mr. Richardson asked if the Policy members wanted to remove options one and two.

Mr. Haldeman stated that he felt option four was his best option because it covers all uses and zones.

Mr. Richardson asked if there were any gains from a legal perspective by going with option five.

Mr. Maxwell Hlavin stated that certain categories can be excluded to make the process more user friendly.

Mr. Richardson stated that a draft list of uses that could be excluded would help members make the decision regarding which option to go forward with.

Mr. Holt stated staff will communicate with the Board of Supervisors (BOS) to receive direction on how it wants staff to proceed with the Zoning Ordinance amendments and a timeline.

Mr. Haldeman asked if the process would be to make a recommendation to the PC and the PC makes a recommendation to the BOS.

Mr. Holt stated that there is no deadline as to when these ordinance changes need to go to the PC. He stated that having conversations with the BOS beforehand will keep the topic fresh in their minds.

Mr. Schmidt stated that creating an overlay district could require a reassessment of the County to accurately define sensitive areas.

Mr. Haldeman asked if there were any more comments.

There were no more comments.

3. ZO-0001-2018 and SO-0001-2018. Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy

Item number three was discussed in combination with item number two. Please see above.

E. NEW BUSINESS

1. FY2019-2023 Capital Improvements Program

Mr. Haldeman opened the discussion.

Ms. Tammy Rosario stated that this meeting is the kickoff to the Capital Improvements Program (CIP) review process. She stated that the Policy Committee reviews CIP requests annually and recommends their priorities to the BOS. She stated that in accordance with the Code of Virginia, the PC evaluates the applications and how they relate to the comprehensive plan. She stated that the BOS considers the PC's rankings in its final budget. She stated that over time the Policy Committee has refined its process for ranking projects. She stated that staff has outlined a three-step process and that today is for broad questions for staff and Financial and Management Services (FMS). She stated that staff is looking for recommendations on which departments to invite for discussions on specific projects.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) Schools should be invited.

Mr. Jose Ribeiro stated that at this meeting, the Policy Committee can identify the questions for the specific departments in advance.

Mr. Haldeman stated that he had questions on many of the projects ranging from specific to more general.

Ms. Rosario asked if there were other questions for WJCC Schools and if there was any missing information.

Mr. Richardson stated that WJCC Schools administration had their CIP plan reviewed and approved by the School Board. He stated that he would like a member from WJCC Schools to provide information on how the list of projects were generated.

Ms. Sharon Day stated that the CIP requests from WJCC Schools match the list in its adopted CIP plan. She stated that a question regarding their process would need to be answered by someone from WJCC Schools.

Mr. Rosario stated that the process taken to generate the list was the same process as last year.

Ms. Day stated that WJCC Schools were required to fill out the same CIP application form as everyone else to keep consistency throughout the process.

Mr. Richardson asked what process WJCC Schools used to generate the list.

Mr. Holt stated that the School Board prioritizes the list and WJCC Schools submits the same requests with FMS. He stated that staff worked with the School Board to better match its process with the Policy Committee.

Mr. Richardson asked who would represent WJCC Schools.

Mr. Holt stated that Mr. Marcellus Snipes would be invited as he is the Director of Operations.

Mr. Richardson stated that he spoke with Mr. Snipes regarding the school entrance redesigns. Mr. Richardson asked what some of the details would be for the redesigns.

Mr. Holt stated that Mr. Snipes will be able to answer that question.

Mr. Haldeman asked if the Policy Committee needs to get into the specifics of the construction projects.

Mr. Holt stated that the previous year CIP process included a well and the Policy Committee used the time with WJCC Schools to ask about the importance of the well and if it was a safety issue. He stated that the Policy Committee can use the information to develop its rankings.

Mr. Haldeman stated that health and public safety is weighted at 15% which is less than quality of life and infrastructure. He asked if health and public safety should be weighted higher.

Ms. Rosario stated that the Policy Committee has the ability to change the weighting system if it desires.

Mr. Haldeman asked if there is time for this CIP process to change the weighting system.

Ms. Rosario responded that it could occur now if desired. She added that one consideration would be when the offset would be occur to increase health and public safety weight.

Mr. Richardson asked how many years the weighting system has been used.

Ms. Rosario stated that the system has been used longer than five years, but there has not been any modifications in the last four years.

Mr. Haldeman stated that he has emailed Mr. Rich Krapf about changing the weights of the categories. He stated that he will send an email out to the entire Planning Commission to make a decision next week.

Ms. Rosario stated that there is a special consideration category that can be used to influence the final recommendation. She stated that the special consideration category asks if the project is required to protect against an immediate health, safety or general welfare of the County.

Mr. Richardson stated that the special consideration helps bring the project addressing safety concerns to the top of the list.

Mr. Richardson stated that he would like Mr. John Carnifax, Director of Parks and Recreation, to answer questions.

Mr. Schmidt stated that he had questions regarding Jamestown Marina.

Ms. Rosario asked if the Policy Committee had more questions for Parks and Recreation.

Mr. Schmidt stated that he would like more information about the Jamestown Beach and the parking.

Mr. Haldeman stated he had questions regarding the Ambler House. He stated that he had concerns about ensuring the preservation of the house.

Mr. Schmidt stated that he does not always look at the cost of the project when making his rankings.

Mr. Richardson stated that he wanted to ask Mr. Carnifax regarding the ability to phase a large project such as the Ambler House.

Mr. Holt stated that Mr. Carnifax will be able to address that question.

Mr. Haldeman stated that his top priority was to address Columbia Drive because of the lower cost of the project.

Mr. Holt stated that the weighting system is a tool to create a prioritized list to send to the BOS. He stated that the Policy Committee gives its recommendation to the PC and the rankings can be adjusted to capture areas that the tool does not cover before giving the list to the BOS.

Ms. Rosario stated that the Ambler House and Columbia Drive are both projects under the Office of Economic Development.

Mr. Schmidt stated that Mr. Krapf had specific questions for the departments. Mr. Schmidt stated that he had a question regarding the number of visitors at the Jamestown Beach.

Mr. Haldeman stated that the Parks and Recreation Master Plan shows a deficit in certain areas of the County and also river access. Mr. Haldeman asked if these deficits could be brought to the CIP process.

Ms. Rosario stated that Mr. Carnifax will be able to help address the question. She stated that WJCC Schools, Parks and Recreation and the Office of Economic Development will be

scheduled to come to answer questions.

Mr. Schmidt asked if WJCC Schools had a contingency plan in place for the bus replacements.

Mr. Richardson stated that a similar question has come up in the past.

Mr. Holt asked how the Policy Committee wanted to divide up the next couple of meetings to ensure each department can hear the Committee's questions.

Mr. Richardson stated that he will be absent on February 15. He stated that he will be at the February 22 meeting.

Ms. Rosario stated that Mr. Krapf will be absent on February 22.

Mr. Haldeman stated that most of his questions would be directed toward WJCC Schools.

Mr. Schmidt stated that he would group Parks and Recreation and the Office of Economic Development together in one meeting. He stated that he had a few questions regarding the library. He asked if the library located in the City of Williamsburg had a solution regarding parking. He asked if the library in James City County on Croaker Road could be expanded.

Mr. Haldeman stated that Mr. Krapf expressed questions regarding the use of electronic books and how that related to physical space needs.

Ms. Rosario stated that the libraries offer several services such as computers and meeting spaces that also drive physical space needs.

Mr. Holt stated that the library director will be able to come in and answer the specific questions. He stated that WJCC Schools will be scheduled for one meeting with the other three departments scheduled together on the other meeting.

Mr. Haldeman asked if there were any other questions.

There were no more comments.

2. Annual Review of the Planning Commission Bylaws

Mr. Haldeman opened the discussion.

Mr. Holt stated that the Policy Committee initiates a review of its bylaws once a year. He stated that staff does not have any recommendations. He asked if there were any changes the Policy Committee would like done.

Mr. Haldeman stated that he does not have any changes.

Mr. Richardson stated that he did not have any changes.

Mr. Holt noted that there appears to be a consensus of the Policy Committee members present that no updates of the bylaws deemed necessary at this time. He stated that in March, the Policy Committee will have the opportunity to reflect on the CIP process and to make any changes to the process for next year.

Ms. Rosario stated that this is the first year that the CIP applications were submitted electronically and FMS/Planning worked closely with Information Technology to roll it out. She

stated that next year, staff will be pushing for the rankings to be submitted electronically as well.

Mr. Haldeman asked if there were any more questions.

There were no more questions.

F. ADJOURNMENT

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 5:30 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 15, 2018
4:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair

Danny Schmidt

Rich Krapf

Absent:

Heath Richardson

Staff:

Tammy Rosario, Principal Planner

Savannah Pietrowski, Senior Planner

Tom Leininger, Community Development Assistant

Sharon Day, Assistant Director Financial and Management Services (FMS)

Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

1. January 11, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the January 11, 2018, meeting minutes.

The motion passed 3-0.

D. OLD BUSINESS

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Jay Everson, 103 Branscome Boulevard, stated that he opposes the classroom expansion applications for \$110 million. He stated that the projections used by the Williamsburg-James City County (WJCC) Schools have been skewed to show more students than the actual enrollment. He stated that Colonial Heritage showed about 12% increase in growth in students. He stated that the projections are based on building permits and the average household size. He stated that the low enrollment projections are projected too low based on the number of homes without children.

Mr. Haldeman stated that there are 12 school applications. He asked if the Policy Committee

members had any questions.

Mr. Danny Schmidt asked if WJCC Schools have a plan if the funding does not get approved for the bus replacements.

Mr. Marcellus Snipes stated that the WJCC Schools are understaffed for bus driver positions, and drivers are required to double their routes. He stated that after the September enrollment, the number of students needing a bus ride to school typically decrease. He stated that the efficiency increases as the school year progresses. He stated that the bus routes are generated by a third party consultant. He stated that when James Blair Middle School was shut down and students were relocated to Hornsby Middle School, five additional buses were needed. He stated that it is difficult to determine where the students are going to come from each year with families moving over the summer and new families moving into the area.

Mr. Schmidt stated that the delays not only impact the students, but also impacts the parents.

Mr. Haldeman asked what the total student enrollment was for 2017-2018 school year.

Mr. Snipes stated that on September 30, the enrollment was 11,670 students.

Mr. Schmidt asked if there will be enough drivers to drive the buses if the project is funded.

Mr. Snipes stated that the WJCC Schools Human Resources Department has reduced the vacancies from 22 to six. He stated that WJCC Schools do not require families to live a certain distance from the school to be eligible to ride the bus. He stated that approximately 73% of elementary students ride the bus and approximately 35% of high schoolers ride the bus.

Mr. Haldeman stated that there have been 178 more students enrolled than projected.

Mr. Snipes stated that another enrollment total is calculated at the end of the school year.

Mr. Rich Krapf asked which projections are used for accessing capacity and capital requirements.

Mr. Snipes stated that the most likely projection is the number used to access future expansions.

Mr. Haldeman asked why the WJCC School Board Capital Improvements Program (CIP) is different than the CIP applications submitted to the Policy Committee.

Ms. Sharon Day stated that the replacement items were submitted as maintenance requests and not as new projects.

Ms. Tammy Rosario stated that the Policy Committee focuses on only new projects and not on the maintenance requests.

Mr. Haldeman stated that the Jamestown High School cafeteria would begin in 2020 and construction in 2021, Warhill High School Expansion begins in 2021 and construction in 2022 and Lafayette High School Expansion begins in 2022 and construction in 2023.

Mr. Snipes stated that the first year is used for design, which is typically 10% of the construction cost.

Mr. Haldeman asked if the enrollment totals lower, would the expansions be delayed until

enrollment increases.

Mr. Snipes stated that the School Board would delay the projects until the enrollment totals increase.

Mr. Krapf asked if the entrance redesigns include identification card entry, electronic locks and barriers.

Mr. Snipes stated that after Sandy Hook Elementary School shooting, members of the administration met to increase the safety of the school entries. He stated that the new entrances would prevent visitors from bypassing the office. He stated that the older schools need to be redesigned.

Mr. Schmidt asked what was included in the changes for Laurel Lane Elementary School.

Mr. Snipes stated that the entrance of the building is located on the side of the building and visitors are able to bypass the office of the building.

Mr. Schmidt stated that the Policy Committee has an opportunity to make the schools safer with the school entrance redesigns. He stated that he would rank these projects higher because of the health and public safety aspect.

Mr. Krapf stated that the entrance redesigns are ranked lower by the School Board compared to the other school projects. He asked what schools are doing to keep the entrance redesigns that are ranked lower safe in the meantime.

Mr. Snipes stated that because of the procedures in place by the school administration and card access entries, the entries are relatively safe. He stated that some schools have security standing at the front of the school. He stated that all schools have cameras at the front doors. He stated that because of the processes already in place, the ranking of the entrance redesigns are lower.

Mr. Haldeman asked if the entrance redesigns can be completed all at once.

Mr. Snipes stated that there are companies that do multiple projects and some companies are not capable of handling multiple projects.

Mr. Schmidt stated that he would rank the redesigns higher to increase safety.

Mr. Snipes stated that there are many safety measures taken to protect the students in an event of an emergency.

Mr. Snipes stated that there is a replacement plan in place for the buses as they age. He stated that in 2026, there are 24 buses due to be replaced. He stated that all of the buses would not be able to be replaced at the same time. He stated that the replacement plan is to replace 10 buses every year.

Mr. Krapf asked if the WJCC Schools are taking into account the possibility of the over-capacity of the high schools only lasting for a short period of time when applying for a school expansion.

Mr. Snipes stated that every year there is a middle school trailer analysis done to show the enrollment going into the high school. He stated that there is a ten-year strategic plan.

Mr. Krapf asked if the schools are looking into the future as to what the enrollment trend will

do or if there is just a random spike in population to create a higher enrollment.

Mr. Snipes stated that the enrollments are projected to increase and stay high. He stated that cafeterias are already beginning to be over-populated. He stated that the state provides a guideline to the amount of square feet of cafeteria space per number of students. He stated that there is work being done to create a long-range facility plan.

Ms. Savannah Pietrowski asked what the process was for the School Board to approve the CIP applications.

Mr. Snipes stated that local contractors provide the school administration with an estimate on the items needed to be done. He stated that the school CIP committee goes through each application to decide which applications will be recommended to the School Board. He stated that the School Board meets with the superintendent to prioritize the list of applications. He stated that the applications are approved by the School Board in December before being presented to the Policy Committee. He stated that the entire process takes approximately a year.

Ms. Pietrowski asked if the Policy Committee is comfortable with the enrollment estimates.

Mr. Haldeman confirmed. He stated that the actual enrollment is higher than the projected enrollment.

Mr. Krapf thanked Mr. Snipes for coming in and answering the questions.

Mr. Haldeman asked the Policy Committee if there were any other concerns or questions with the CIP items.

Mr. Krapf stated that he has emailed the questions to the Policy Committee and staff. He stated that he will not be present at the next Policy meeting.

Ms. Rosario asked if the Policy Committee wanted to address the weighting of the applications.

Mr. Haldeman stated that he is comfortable with leaving them as they are.

Mr. Krapf stated that the weighting factors are a guideline when making the rankings. He stated that the health and safety issue could be as simple as buying two more fire trucks. He stated that the special consideration criteria helps bring the bigger issues to the top.

Mr. Haldeman stated that he would rank Columbia Drive higher because of the lower cost of the project and the potential for it to raise the property values around the area.

Mr. Krapf stated that he makes his adjustments to his rankings after meeting with other committee members and the departments.

Mr. Schmidt stated that he is going to rank the bus replacements higher because of the need and the extra routes that the current buses are being forced to take.

Mr. Haldeman asked if there were additional questions.

There were no more questions.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 4:50 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 22, 2018
4:00 AM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Danny Schmidt
Heath Richardson

Absent:

Rich Krapf

Staff:

Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner
Tom Leininger, Community Development Assistant
John Carnifax, Director of Parks and Recreation
Amy Jordan, Director, Office of Economic Development
Betsy Fowler, Director, Williamsburg Regional Library
Laura Messer, Event Coordinator, Office of Economic Development
Sharon Day, Assistant Director, Financial and Management Services (FMS)
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Heath Richardson asked the Policy Committee members if they could comment on the previous meeting.

Mr. Haldeman stated that there is some uncertainty for the enrollment projections.

Mr. Danny Schmidt stated that the bus replacement application is a high priority for him.

Mr. Richardson asked if there is a plan if the funding is not approved for the buses.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) School administration is working on a plan.

Mr. Schmidt stated that the WJCC Schools have put in procedures to protect students. He stated that the entrance redesigns are to make visitors go through the proper locations when entering the school.

Mr. Haldeman asked how the cost estimate was developed for the new library.

Ms. Betsy Fowler stated that she worked with three architecture firms and researched libraries across Virginia to develop an average cost.

Mr. Haldeman asked if land acquisition was factored into the cost.

Ms. Fowler stated that the preferred site is to use County-owned land. Ms. Fowler presented the new library application to the Policy Committee. She stated that James City County residents are the majority of the visitors for both libraries. She stated that overall, libraries are being used as meeting spaces for the community and less for the storage of books. She stated that a joint facility would serve both James City County and City of Williamsburg and both localities would pay for the facility. She stated that the Library Board recommended a new library in 2007, but the recession delayed its approval.

Mr. Richardson asked if a joint facility would be located in the City of Williamsburg.

Ms. Fowler stated that the City of Williamsburg may want to build a new larger facility near the downtown center. She stated that the new site would depend on the availability of land and parking.

Mr. Haldeman asked if the Policy Committee is still able to make a recommendation on the new facility if a decision has not been made between James City County and the City of Williamsburg on the location.

Mr. Richardson stated that the rankings are just a recommendation and are separate from the arrangement between the two localities. He stated the Policy Committee is able to rank the application based on the demand for services.

Ms. Fowler stated that there are trade-offs for having a joint facility. She stated that the operating cost is split-up for a joint facility.

Mr. Richardson asked if there is a possibility for the Grove area to be a site for a new library.

Ms. Fowler stated there is a possibility to work with Parks and Recreation to create pop-up libraries in the Grove area.

Mr. Schmidt asked if other departments use the library for meeting areas.

Ms. Fowler stated that the theater and the different rooms are used for different city departments and different outside events. She stated that a new library would provide James City County a place for cultural events.

Mr. Schmidt asked if there could be an expansion to the Croaker Road library.

Ms. Fowler stated that the facility was built around 1996 and has a lot of flexibility because of the design. She stated that there have been some requests to update parts of the library. She stated that the library has explored options of working with Parks and Recreation to provide

trails and other outdoor facilities to the library, as a way to maximize use of outdoor space for community needs.

Mr. Richardson asked what impact technology has on the library.

Ms. Fowler stated that book circulation trend has remained steady. She stated that programs attract people to the library. She stated that there are specialized programs and hands-on activities that bring more people to libraries.

Mr. Haldeman asked what the Stryker Building is used for.

Ms. Fowler stated that the Stryker Building is used for city administration and library administration. She stated that there is meeting space available as well. She stated that the library administration would work with County staff to determine the site of the new building.

Mr. Haldeman thanked Ms. Fowler for coming in.

Mr. Haldeman opened the discussion about the Parks and Recreation applications.

Mr. Richardson asked if the Jamestown Beach Event Park had received funding.

Mr. Carnifax stated that it did not. He stated that the master plans for the marina and the event park needed to be revisited.

Mr. Richardson asked how critical the improvements are.

Mr. Carnifax stated that there are minor improvements at several sites. He stated that Billsburg Brewery is limited on the amount of work that is able to be done because of the building's location in the flood zone.

Mr. Richardson asked what the needs were for the baseball fields.

Mr. Carnifax stated that baseball is a growing sport and there is a high demand for the facilities. He stated that there would be additional parking and restrooms.

Mr. Haldeman asked if artificial turf fields would replace the current fields.

Mr. Carnifax stated that artificial turf would only apply to the new fields.

Mr. Haldeman asked how the staff calculated the amount for the baseball fields.

Mr. Carnifax stated that staff looked at the costs of similar projects around Virginia to develop a cost. He stated that the marina improvements causes the most concern with amount of unknowns going into the application.

Mr. Schmidt asked what the parking lot surface would be for the Jamestown Beach.

Mr. Carnifax stated that research will need to be done and the surface will be pervious.

Mr. Schmidt asked for more information on the Chickahominy Riverfront Park application.

Mr. Carnifax stated that the County has made small improvements, but when the restrooms need to be replaced, the building will have to meet the new codes and regulations.

Mr. Haldeman asked if there were multiple event sites at Jamestown.

Mr. Carnifax stated that the current event site and the site on the master plan are two different areas. He stated that staff preferred the current event site.

Ms. Amy Jordan stated that the current event site was planned for 1,500 people and an event over the summer drew around 3,000 people. She stated that the Ambler House would be a smaller event site.

Mr. Haldeman asked if there was a possibility of stabilizing the Ambler House instead of the full renovation project.

Ms. Jordan stated that stabilizing the house is important. She stated that utilities will need to be brought to the house. She stated that interior improvements will wait until a decision is made on what the space will be used for. She stated that staff has met with the Virginia Department of Historic Resources to determine what parts of the house need to be repaired and how to accurately repair the home.

Mr. Haldeman asked about the deficiency of facilities around the County.

Mr. Carnifax stated that previously, there were standards in place at the federal level. He stated that the County generated its own standards based on a 2009 study. He stated that the projects are prioritized to spread them over several years. He stated that staff is looking into areas in Grove to develop a park facility.

Mr. Haldeman asked if the Jamestown Beach Event Park and the Jamestown Destination Area can be combined into a single application.

Mr. Carnifax stated that the hope is to group the projects and phase them in once funding is approved.

Mr. Richardson asked if there was any confusion for staff when the two applications came in.

Ms. Sharon Day stated that there was confusion and required a meeting to figure out the two applications. She stated that it is important to separate the two because tourism dollars are applied to specific projects.

Mr. Schmidt asked if there is an agreement between the marina and the Jamestown-Yorktown Foundation regarding parking.

Mr. Carnifax stated that there is not a current agreement, but there have been discussions between the two to develop an agreement.

Ms. Savannah Pietrowski stated that the Policy Committee had questions regarding the visitation numbers of the Jamestown Beach.

Mr. Schmidt asked how a fee has impacted the number of visitors.

Mr. Carnifax stated that the fee had not impacted the numbers. He stated that the weather has a greater impact than the fees. He stated that the fee only applies to nonresidents of James City County.

Ms. Pietrowski stated that the Policy Committee had questions regarding grant funding.

Mr. Haldeman asked if the funding needed to be matched.

Mr. Carnifax confirmed.

Ms. Jordan stated that before applying for a grant, the County has to verify that the funds are allocated.

Ms. Day stated that the issue with grants is that if the County has the funds for the project, the grant may not be approved.

Mr. Haldeman stated that the Policy Committee appreciates the departments for coming in to answer questions and thanked them for their time.

Ms. Rosario stated that the Policy Committee Members can reflect on the past two meetings with the departments to generate their scores and rankings.

Ms. Pietrowski presented the preliminary rankings to the committee members. She stated that the Stormwater Capital Improvements Program application currently shows as the top priority.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 5:40 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary

UNAPPROVED M I N U T E S
JAMES CITY COUNTY POLICY COMMITTEE REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 8, 2018
4:00 p.m.

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Danny Schmidt
Heath Richardson
Rich Krapf

Staff:

Paul Holt, Planning Director
Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner
Tom Leininger, Community Development Assistant
Sharon Day, Assistant Director, Financial and Management Services (FMS)
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

1. February 8, 2018, Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the February 8, 2018, meeting minutes.

The motion passed 4-0.

2. February 15, 2018, Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the February 15, 2018, meeting minutes.

The motion passed 4-0.

3. February 22, 2018, Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the February 22, 2018, meeting minutes.

The motion passed 4-0.

D. OLD BUSINESS

1. FY2019-2023 Capital Improvements Program

Mr. Jack Haldeman opened the discussion.

Ms. Savannah Pietrowski stated that she compiled all of the rankings for all of the Policy Committee members into a spreadsheet. She stated that she the average for each application to generate the overall ranking presented on the screen. She stated that there will be a memorandum attached to the rankings for the Planning Commission (PC).

Mr. Heath Richardson stated that he wanted to make one change to his special considerations for the school entrance redesign.

Ms. Pietrowski stated that the Amblers House Capital Improvements Program (CIP) request was reduced by County administration and the Office of Economic Development to reflect only those costs associated with the stabilization of the house. She stated that the request is for \$504,500 for FY19.

Mr. Danny Schmidt stated that the changes to the application could impact his rankings.

Mr. Haldeman asked if the seven priority recommendations in the Guernsey Tingle Study are included in the cost.

Ms. Pietrowski asked Ms. Sharon Day if the Policy Committee can recommend a portion of the application to receive funding.

Ms. Day confirmed. She stated that the Ambler House is a tourism project and does not compete with the general fund tax dollars.

Mr. Richardson asked for a clarification on why the Policy Committee does not focus on cost.

Ms. Day stated that her understanding was that the Policy Committee should rank the applications objectively. She stated that the budget office will look at the funding priorities.

Mr. Paul Holt stated that the CIP funding is the responsibility of the Board of Supervisors and they seek to balance out the available resources. He stated that the PC and the Policy Committee will recommend to the Board which CIP items will have a greater impact. He stated that the Policy Committee can send comments along with the rankings to give the Board additional input.

Mr. Haldeman stated that he wants to recommend enough of the Ambler House application to save the house.

Mr. Holt stated that additional notes can be added to the rankings.

Mr. Rich Krapf stated that the special consideration will bring the application forward regardless of the rankings. He stated that for the Ambler House, the items listed in the report provided by Guernsey Tingle Architects would be a higher priority rather than the entire application.

Mr. Haldeman stated that while the \$504,000 CIP request for the Amblers House application is given a priority number of ninth overall, funding of the seven priority recommendations identified in the report provided by Guernsey Tingle Architects is a very high priority to the Policy Committee.

Mr. Krapf stated that he was generally comfortable with the rankings, but asked why the transportation match ranked fourth.

Mr. Richardson stated that the transportation match ranked fifth in his rankings.

Mr. Haldeman stated that he ranked the transportation match lower for quality of life.

Mr. Krapf stated that in his scoring, he assessed that the quality of life could be improved if the roads are improved. He stated that he also saw that the transportation match was a budget offset for the County and ranked the application higher.

Mr. Haldeman stated that with those considerations he would adjust his rankings to raise the score of the transportation match.

Mr. Richardson asked if the scores should be adjusted or if a note can be provided to the Board.

Mr. Krapf stated that he would prefer to change the numbers if possible.

Mr. Haldeman provided revised scores to staff.

Mr. Richardson stated that after the numbers have been adjusted, the transportation match tied for third with the exterior sewer line at Lafayette High School.

Mr. Haldeman stated that he will also adjust the scoring of the school expansion applications.

Mr. Krapf stated that the entrance redesigns are ranked lower in his scores because the individual schools have security procedures in place at the moment.

Mr. Richardson stated that he ranked the redesigns higher and would include force protection elements.

Mr. Schmidt stated that the meeting with Williamsburg-James City County Schools (WJCC) did not give him the sense of a high priority.

Mr. Krapf stated that the WJCC Schools have ranked the redesigns lower in their own rankings.

Mr. Richardson stated that he did not see where the numbers could be further adjusted.

Ms. Pietrowski stated that once the Policy Committee is comfortable with the rankings, the list will go to the PC including the notes.

Mr. Richardson asked if any member had additional comments.

Mr. Krapf stated that he did not have any questions or comments.

Mr. Haldeman asked where the fire station was ranked.

Ms. Pietrowski stated that the application ranked sixth.

Mr. Krapf stated that this process went well for both the Policy Committee and staff.

Mr. Richardson stated that he was pleased with the WJCC Schools CIP process.

Mr. Krapf made a motion to recommend the CIP rankings with the notes to the PC.

The motion passed 4-0.

Ms. Tammy Rosario asked if there were any reflections on this process that staff should apply in its efforts to make the CIP process web-based.

Mr. Richardson asked if the rankings would be updated as the members are inputting their scores.

Ms. Rosario stated that staff will work with Information Technology to allow as much functionality as desired by the Policy Committee.

Mr. Krapf stated that he and Mr. Haldeman have made several comments during a trial of the web-based process. He stated that a comments was made to make sure that the rankings would update as members make their scores and that members could see the scores for all applications on the screen.

Mr. Haldeman asked if there were additional comments.

There were none.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn. The motion passed 4-0.

Mr. Haldeman adjourned the meeting at approximately 4:45 p.m.



A Property Conditions Assessment of the
Amblers Residence
Jamestown Road, James City County, Virginia

November 25, 2016

Amblers Residence

Property Conditions Assessment



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Amblers Residence

Property Conditions Assessment



Introduction

The intent of this Assessment is to evaluate the physical condition of the buildings and adjacent site, and to recommend what needs to be done in order to:

1. Make improvements to the site that would address maintenance issues and provide the needed infrastructure to support increased use of the site and buildings.
2. Make needed repairs to the existing buildings.
3. Make improvements to the buildings that would allow them to be put back into functional use by the County, and would allow them to support potential uses of the building and site.

To do this, the following assessment looks at the existing building and site and provides an evaluation of their current condition, then makes recommendations for improvements that address repair needs, and improvements as indicated above. These include a sketch of an option to renovate the servant's quarters for use as restroom facilities to support site programming.

These recommendations are supported with a budget estimate to accomplish the proposed items of work.

Finally, there are scaled drawings that we have developed of the house that show existing conditions and provide a basis for the development of options for use of the historic structure.

Amblers Residence

Property Conditions Assessment



Amblers Residence, servant's quarters, smokehouse, and 1619 site looking toward the James River

Site Assessment & Recommendations

The Amblers Residence is located on a magnificent and historic site overlooking the James River to the southwest. Significant events of early American history transpired on and around the location of this house that was first built on the site on or around 1852. Because of its nature and location, it has the potential to contribute to the interpretation of the history that has taken place around it in a way that is not currently being done at any location. In addition, the site offers a prime location for staging both public and private events, and is already being used for this purpose. While there are certain restrictions upon the use and development of the land – particularly between the house and the river, there are certainly a number of things that could be done that would significantly enhance the ability of the site to support its use as a premier venue for certain types of events. Certain improvements would facilitate the development of this as a successful event venue. They include:

1. Connection of the house and outbuilding to County water and sewer service.
2. Renovation of the outbuildings to provide restroom facilities that would support outside events.
3. Provision of utilities to a tent site that would allow receptions or other events to occur. One option is the area within the U-shaped lawn defined by the boxwood to the NW of the house. This area is about 42' x 70' in size. Additional utilities could also be provided that would support food trucks.
4. Provision of some level of kitchen facilities that would support outside events – perhaps in the existing garage area (currently used to support archaeological excavations occurring on site). These kitchen facilities could also potentially support restaurant operations within the house, should that be determined to be a “best use”. However, it will be necessary to provide storage somewhere both for archaeological operations and for maintenance of the gardens that are proposed to be restored on site. It may be possible to accommodate both functions within the existing garage area.
5. Improvements to road and parking facilities would help support use of the site. This will have to be master planned to work in concert with other uses of the overall park, but could include some additional parking – either temporary or permanent, and design of functional site entries for daily use (and for events, if different). Parking to support regular (non-event) use of the site could be provided near the house that would be more convenient than walking in from outside the current gate.
6. Interpretation of the historical “story” of the site and area. This could include not only interpretation of the current excavations, but also the “Great Road”, the history of the ferry and Lafayette’s (and others) landing there, surrounding battles, native American presence on site, etc. This is also an opportunity to highlight historical stories that other JCC facilities interpret, such as Freedom Park, Norge Depot, and to promote tourism to those sites.
7. Better connectivity could be provided from the house area to the rest of the park area. Depending upon how the house is developed and re-purposed, once it is back in use, it may make sense to weave it into the overall vision for the park, encouraging people to visit and to experience the historic aspects of the site.



First Floor Plan



View from North toward South (the rear of the house)

Exterior Building Assessment

The structure is a two-story slate-roofed brick structure over a basement, consisting of a T-shaped original structure with solid brick bearing walls, and a wood-framed, brick veneer addition on the northeast side of the original structure that creates a symmetrical appearance on the entry elevation. This expansion added four more bedrooms and bathrooms to the original structure, and a recreation room in the basement. A garage with attic space above was also added to the northeast, and a kitchen was added to the northwest (at the rear of the house) looking out onto the garden, with a deck above, accessible from the second-floor bedroom area.

Condition of Brickwork

The condition of the brickwork is generally quite good for a building of this age. Mortar is in generally good condition, and structural cracking that has occurred in the past has mostly been repaired, though in some cases, not in a very skillful way. The cracking and the resulting repairs can primarily be seen between the first and second floor windows in the original portion of the house, where there were apparently issues with the lintels that were previously remedied. There is some additional cracking at the south corner of the house and above the basement window adjacent to the porch entry, and at the opposite end of this front wall, along with mortar deterioration that needs repair. The west chimney cap on the original portion of the house is missing bricks and needs to be repaired, and there are some relatively minor locations where mortar has deteriorated and needs to be re-pointed with historically appropriate mortar on the main house.

There are moisture issues in the southeast wall at the main entry which are manifesting themselves in plaster deterioration at the northeast end of the entry wall, and to a lesser extent at the southwest end of the wall and on the northeast wall at the stair to the second floor. This requires further investigation, but should be addressed as quickly as possible, as plaster in these areas is in distress, and will further deteriorate unless the problem is resolved. The problems may be due to gutter and downspout issues that are allowing water to flow down this wall, and it may be that it is exacerbated by penetration of water at the vertical joint between the original building and the NE addition. If this is the case, a proper sealant joint may need to be created at this joint between the two eras of brickwork, and the roof drainage issue resolved. Another potential source of water penetration may be water making its way through the NE wing brick veneer finding its way back into the original building wall.

It should be noted that there are also the normal issues of rising damp in the basement of the original portion of the house, where moisture is wicking up the basement walls and producing some deterioration. Areas where deterioration is occurring should be repaired/repointed with historically appropriate replacement brick and mortar, and consideration should be given to providing dehumidification in the basement areas of the original portions of the house.

At the outbuildings, brickwork is in poorer shape, with significant areas of mortar deterioration, some of which have had previous attempts at mortar repairs with inappropriate Portland cement mortars. These should be removed, and the brickwork re-pointed with historically appropriate mortar as soon as possible, before further damage occurs. In addition to the need for mortar repointing, the cap of SE chimney on the servant quarters building is missing bricks and needs repair, and there are structural cracks in the chimney that have been repaired in the past that should be further investigated to determine if additional repairs are needed. There are limited areas of Portland cement parging at the servant quarters that were probably applied in an attempt to prevent further deterioration of the masonry. These could be left "as-is", or carefully removed when mortar repairs are made, though there is some risk of further damage to the brickwork beneath. It should be noted also that steel/iron lintels over the doors and windows are corroded and may need to be replaced/re-built, or at least treated to halt further deterioration. The lintel over the garage door on the main house is showing some limited areas of rust as well. Rust should be removed, the areas treated and re-painted when exterior painting occurs.

Amblers Residence

Property Conditions Assessment



Brick between Windows



S corner of house by porch steps



West chimney cap



"Rising Damp" deterioration in basement



Plaster damage from moisture issues



Servant Quarters improper mortar repairs & corroded lintel



Brick Issues at Servant Quarters



Servant Quarters Chimney



Amblers Residence

Property Conditions Assessment



Damaged slate



Nail in porch roof repair area



Flat seam metal roof at porch



Gutters at porch roof needing repair



Built-up roof under second floor deck



Smokehouse roof deterioration

The slate roofing on the house and servant's quarters is understood to be approximately 65 years old, and is generally in good condition. It appears that this slate was installed over the earlier metal shingle roof, which remains at the servant's quarters. There are quite a few cracked or missing slates in various places both on the main house and servant's quarters that should be repaired/replaced. While virtually all of the roof flashings on slate roof areas are copper or lead, any that are not should be replaced to match the materials used on the rest of the roof.

The roof on the kitchen, over which a wood deck has been built, is a gravel-surfaced built-up roof, which appears to still be performing adequately, probably due to the protection that it has had from the sun because of the deck installed over it. When the deck is removed and re-built, this roof should be examined more carefully to verify its condition, and to make sure that water that drains through the deck is has clear passage into the gutters that surround the roof. There is a flat seam copper roof over the small screened porch at the rear entry to the current kitchen that appears to be in good condition.

Gutters and Downspouts

Water from downspouts must be directed away from the house, either by directing it into underground drainage, or onto splash blocks and positive grading should be provided to drain water away from the house.

Amblers Residence

Property Conditions Assessment



Damaged gutter at porch



Downspout into underground storm pipe



Gutter at garage and main house overflowing



Rework detail at porch roof edge/gutter



Trim rot above 2nd floor deck



Basement bulkhead trim rot

Amblers Residence

Property Conditions Assessment



Rot at south entry to porch



Rot at porch window sill



Deteriorated second floor deck and railing



Deteriorated garage door



Smokehouse door deterioration



Newer windows at porch



Wood damage at garage dormer



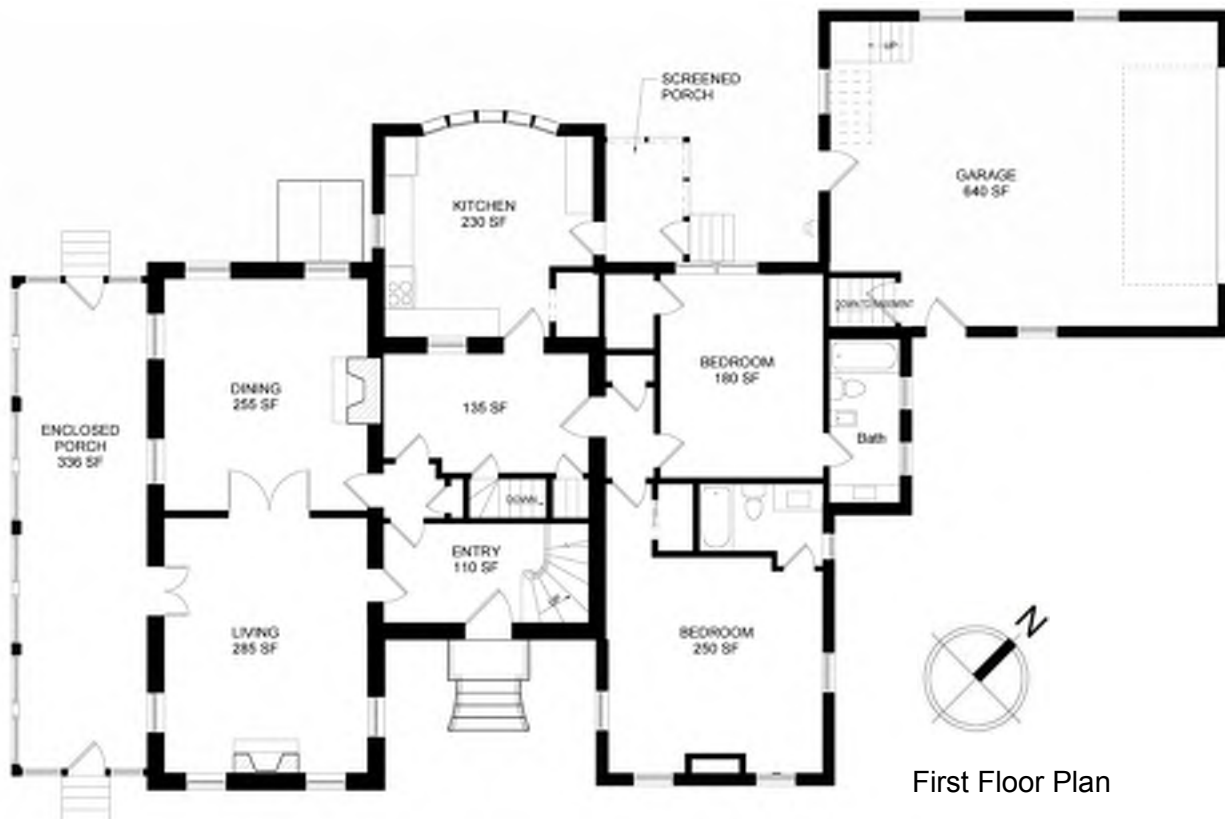
Typical storm & screen windows



Screen Door deterioration at bulkhead



Typical Basement window with screen



Interior Building Assessment

The interior of the house, while dated, is in reasonably good condition, partly due to the humidity control that been maintained through the installation of the heat pump unit approximately 10 years ago. The main current issue appears to be plaster deterioration that is occurring in the front hall as a result of moisture issues in the wall, which has been discussed and is a priority item that needs to be addressed. The other thing that we are recommending as a priority item to be addressed is the removal of the friable asbestos in the basement and porch crawlspace.

The house currently has no water service, and the electrical service is limited to powering the current HVAC unit, the security system, and providing a 220V receptacle in the garage for event use. Existing electrical power and lighting circuits have been disconnected for safety. Any real use of the house and outbuildings will require replacement of the electrical systems, HVAC systems, and likely most of the plumbing systems as well as the provision of upgraded electrical service and new water and sewer service to the house and outbuildings. The original hydronic heating and old Carrier HVAC systems should be removed.

There is a vertical wheelchair lift in the house which would not comply with current code, and should be removed and the floor opening filled.

The kitchen is a residential kitchen with out of date casework, plumbing and appliances, and should be gutted. This room itself is one of the nicest in the house. When the overgrown landscaping around the house is removed, this room will have a fantastic view to the garden behind the house which should be taken advantage of in the re-purposing of the house for its new use.

The pairs of bedrooms and their associated bathrooms in the 1950s wing of the house are of reasonable size and have potential to be used for lodging, should the proposed use of the house include this need. Alternately, subject to approval by the State Historic Preservation Office, these spaces in the 1950s wing could be re-purposed for other uses.

While second floor spaces are only accessible by stair, if the porch facing the river is renovated and opened up to its original form, and the deck overlooking the garden is renovated, these second floor rooms would have access to these wonderful outdoor spaces, and would provide a wonderful venue that could certainly support use for a destination wedding or for short term lodging. These spaces could certainly also be used for administrative spaces as well.

The floor structure (particularly on the first floor should be evaluated to determine whether it has the structural strength to support public use without reinforcement. It should not be an issue to provide additional reinforcement if required by proposed loads.

New HVAC equipment and electrical distribution should be made easier by being able to provide main distribution below the first floor and above the second floor. However, there will be some impacts to finishes in order to run electrical distribution to needed locations, and care will have to be exercised to minimize these impacts.

Most of the finishes and trim have been successively rebuilt or replaced over the house's history, but there are still some original elements that should be preserved. It is assumed that the oldest portions of the house will remain largely "as-is", with the exception of the provision of new HVAC and electrical systems.



Prioritized Recommendations

Priority (Urgent) Recommendations

1. Remove all vines that are attached to the buildings immediately to prevent further damage to the structures. Remove all vines and plant growth from the power lines extending from the power pole with the transformer to the power pole adjacent to the smokehouse. Remove or significantly prune back all landscaping around the house to allow air movement and access to the exterior of the house to do the work.
2. Repair broken windows, damaged doors, rotted wood, missing trim, and roof penetrations that could result in water intrusion into the house.
3. Abate friable asbestos from the house as soon as possible – it appears to be deteriorating in the basement of the older portion of the house and in the crawlspace under the porch, and should be removed as soon as possible.
4. Re-point deteriorated mortar in brickwork, removing inappropriate prior repairs, in order to stabilize brick walls and prevent further deterioration of masonry. At the same time, make repairs to chimney caps and any other damaged areas of brickwork.
5. Repair or replace gutters and downspouts—especially those that are damaged to the point that they are either leaking or not properly functioning, so that water is properly drained away from the house – to prevent any further deterioration to masonry or woodwork. Address moisture issues that are impacting interior plaster, and stabilize plaster to prevent further deterioration.
6. Remove all loose paint, and re-paint woodwork on the buildings to prevent any further deterioration of woodwork.
7. The underground oil tank behind the garage should be emptied of any remaining oil, and either filled and abandoned, or (ideally) the oil tank should be removed.

Recommendations for Renovation of the Buildings to Restore them to usable Condition

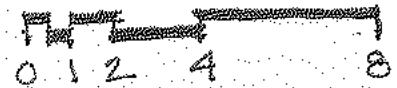
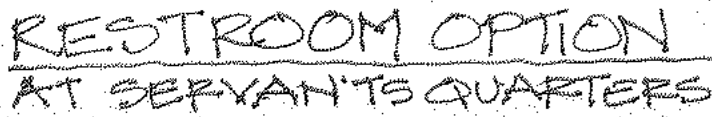
While details of renovations will be determined as building function and designs to support them are developed, some of the likely work items include the following. Note that all work will need to be approved by the State Historic Preservation Officer.

1. As discussed in Site Recommendations, provide water, sewer and upgraded electrical service to the house and outbuildings, and utilities to an event tent site behind the house.
2. Convert the servant's quarters to provide men's and women's restrooms, which will provide needed support to current activities being programmed at the site. Convert the smokehouse for use as a family/unisex restroom.
3. Determine the proposed use for main house, and what will specifically be needed to address programmatic needs for the new use. This use of the old portions of the house could include interpretation of the history or the building, surrounding area, and other JCC historical sites.

(Continuation of Recommendations)

4. Remove old HVAC and electrical systems, and provide new HVAC, electrical distribution and lighting throughout the house, coordinating work with proposed use(s) for the house.
5. Rework existing plumbing to bring it up to code, and provide new fixtures as required, including providing accessible restroom facilities as needed to support the new use of the house.
6. Remove all existing kitchen cabinets, plumbing and appliances and prepare existing kitchen area for new use.
7. Remove existing vertical lift inside the house and close floor openings.
8. Repair/replace wood deck and railings at second floor deck & make any roof repairs as necessary.
9. Provide a ramp for accessibility to the main house and coordinate design with porch renovation and other work to provide best accessibility.
10. Insulate floors and ceilings of house.
11. Install dehumidification in basement to reduce moisture issues.
12. Repair windows and storm windows.
13. Rework front entry steps and landing to improve function.
14. Rework entry doors to comply with code
15. Refinish wood floors and re-paint all walls and ceilings after making any needed plaster repairs and after any renovations have occurred to address functionality.
16. Address door clearances and hardware requirements to allow accessibility to at least the first floor portions of the structure to respond to the requirements of the proposed building use.
17. Rework the porch facing the river to restore its function as a two-story open porch, providing columns, railings, steps and lighting consistent with the original building period. Obtain approval from the SHPO for any exterior changes to the house. The restoration of the porch will include archaeological exploration and data recovery efforts required by the SHPO.
18. Provide additional improvements on site that include parking to support the function of the house, mainly including parking.

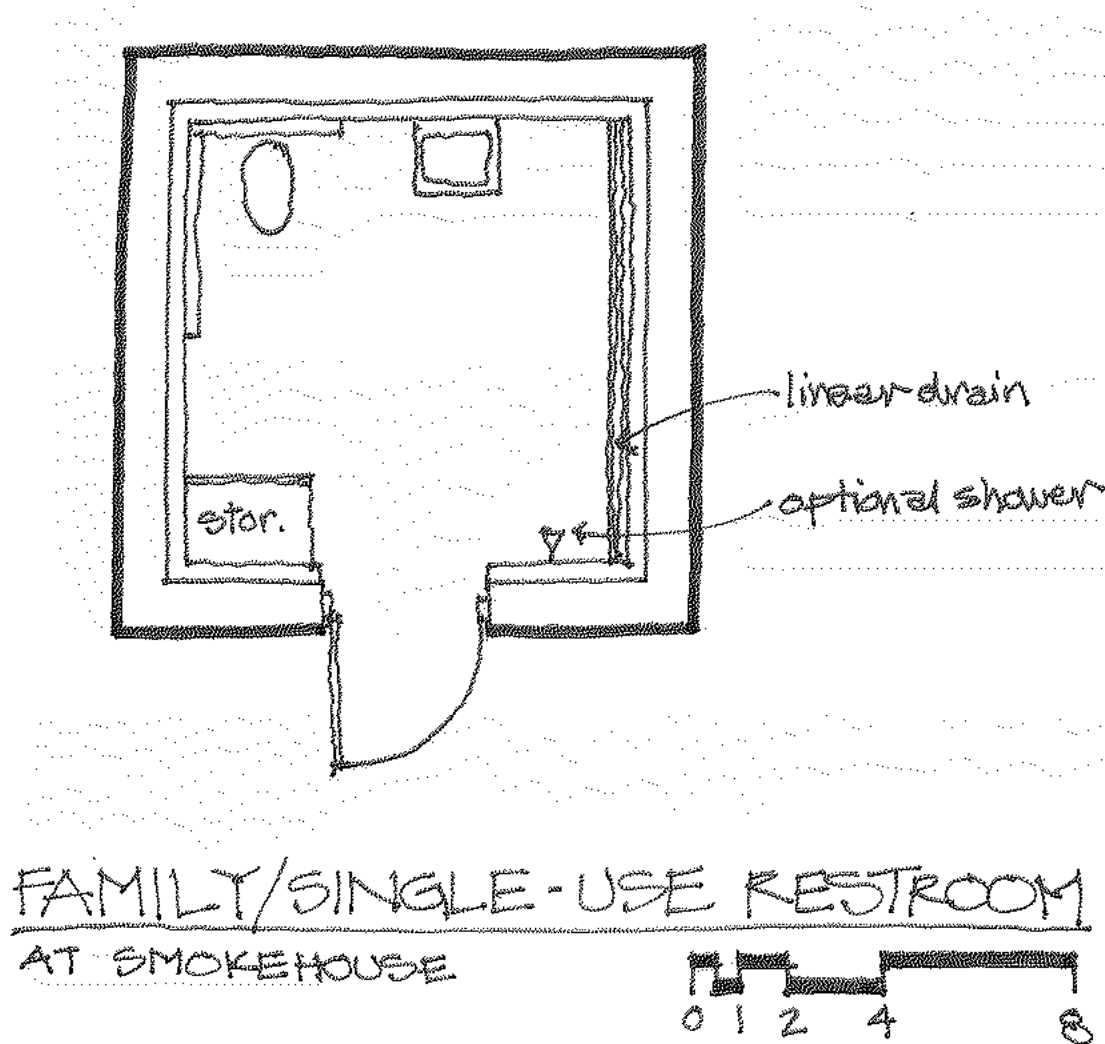
Note that these recommendations do not include the development of historic interpretation or improvements to the house that are specific to a particular function.



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Amblers Residence

Property Conditions Assessment



This layout shows one option for the renovation of the smokehouse building for use as a family/single-use restroom to support use of the site for events.



Amblers Residence

Renovation Cost Projections

First Estimate—Constructed as one Project
Second Estimate—Constructed as Multiple Smaller Projects



Cost Projection for Renovation of the Amblers Residence

This is a estimate of costs to renovate the Amblers Residence that includes:

1. Addressing needed repairs identified in limited field investigation and using best information available at the time of this report.
2. Providing needed utilities to the buildings in order for them to be able to be made functional for County use. We understand that there is not current water supply to these buildings, and we have assumed that they are not now connected to the County sewer system, but will need to do so.
3. Providing new building HVAC, electrical and plumbing systems in order to make the building operational for County use.
4. We have assumed for the purposes of this estimate that the basic layout of the house will remain as it currently is.
5. We have included costs to convert the servant quarters and smokehouse into restrooms that would allow functions to occur on site without requiring access to the house itself.
6. We have included costs to rebuild the porch facing the river and return it to its original open porch configuration.

We have further made the following assumptions:

1. The cost of a commercial kitchen or a catering kitchen will be an addition to the costs included in this estimate, should food service become a part of the use of the building or site.
2. We have included the cost to construct one accessible ramp to provide access into the house.
3. We have not included an elevator in the estimate.
4. We have not included any costs in the estimate to make changes to the garage or the second floor over the garage at this time.
5. We have assumed that the electrical service will have to be upgraded to support new HVAC systems for the buildings in addition to any unusual loads that might be required by specific uses.
6. We have not included costs for any significant renovation of the basement area, and have anticipated that it would not be occupied (heated and cooled) space, but rather used for storage and/or support functions.

The first two pages that follow are an estimate that assumes all of the work is done as a single project. The next four pages breaks the work apart into phases to allow it to be constructed as funds become available. Costs are all shown in today's dollars.

Amblers Residence Preliminary Budget Costs				
(If Constructed as One Project)	4,545	SF	(existing 1st & 2nd floors)	
	3,873	SF	without porch	
SITWORK & BUILDING EXTERIOR			Unit Cost	Total Cost
New Water Service to house and outbuilding	1	LS	\$ 25,000	\$ 25,000
New Sewer Service to house and outbuilding	1	LS	\$ 35,000	\$ 35,000
Upgrade electrical service to hse & outbldg	1	LS	\$ 10,000	\$ 10,000
Remove overgrown plantings	1	LS	\$ 10,000	\$ 10,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
Utilities to support tent site	1	LS	\$ 10,000	\$ 10,000
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Remediate/Remove Underground Fuel Tank	1	LS	\$ 5,000	\$ 5,000
Brick/Chimney Repairs for house	1	LS	\$ 10,000	\$ 10,000
Brick/Chimney Repairs for outbuildings	1	LS	\$ 10,000	\$ 10,000
Slate Roof Repairs	1	LS	\$ 5,000	\$ 5,000
Replace Lightning Protection	1	LS	\$ 5,000	\$ 5,000
Re-coat & repair low slope roofing	1	LS	\$ 5,000	\$ 5,000
Repair, Prep & Paint exterior woodwork	1	LS	\$ 16,000	\$ 16,000
Window/stormwindow repair/re-glazing	1	LS	\$ 7,500	\$ 7,500
Miscellaneous Repairs	1	LS	\$ 15,000	\$ 15,000
Gutter & DS repair/replacement - hse & outbldg	275	LF	\$ 45	\$ 12,375
underground drainage for downspouts	1	LS	\$ 7,000	\$ 7,000
Ramp for Accessibility	1	LS	\$ 25,000	\$ 25,000
Replace 2nd floor deck & railing	1	LS	\$ 15,000	\$ 15,000
COST PROJECTION FOR SITWORK & EXTERIOR BUILDING WORK				\$ 337,875
BUILDING INTERIOR			Unit Cost	Total Cost
Selective Demolition (kitchen, PM&E)	1	LS	\$ 10,000	\$ 10,000
New Electrical Distribution	1	LS	\$ 75,260	\$ 75,260
New Lighting	4,545	SF	\$ 2	\$ 9,090
New HVAC	4,545	SF	\$ 15	\$ 68,175
Plumbing Repairs/Upgrades	4,545	SF	\$ 5	\$ 22,725
Plaster Repairs	1	SF	\$ 8,000	\$ 8,000
Asbestos Abatement	1	SF	\$ 10,000	\$ 10,000
Insulation @ 1st floor & 2nd floor ceiling	4,545	SF	\$ 2.50	\$ 11,363
Refinish Wood floors	4,545	SF	\$ 5	\$ 22,725
Structural Repairs & reinforcement	1	LS	\$ 10,000	\$ 10,000
Gut kitchen & refinish not as kitchen	1	LS	\$ 7,500	\$ 7,500
New windows in kitchen	70	SF	\$ 75	\$ 5,250
Re-work doors and hardware	1	LS	\$ 10,000	\$ 10,000
Remove lift / Fill floor opening	1	LS	\$ 3,500	\$ 3,500
Employee Break Area	1	LS	\$ 3,500	\$ 3,500
Painting	4,545	SF	\$ 4	\$ 18,180
COST PROJECTION FOR INTERIOR BUILDING WORK				\$ 285,268

Amblers Residence

Property Conditions Assessment

PORCH RESTORATION			Unit Cost	Total Cost
Selective Demolition	1	LS	\$ 10,000	\$ 10,000
New Foundation	1	LS	\$ 7,500	\$ 7,500
Paint Removal on existing brick walls	1	LS	\$ 5,000	\$ 5,000
Re-framing porch floors	730	SF	\$ 40	\$ 29,200
New porch decking	730	SF	\$ 18	\$ 13,140
New porch railings	120	LF	\$ 100	\$ 12,000
New columns - structure and trim (7 @ 18' +/-)	7	EA	\$ 4,000	\$ 28,000
Temporary Construction & Scaffolding	1	LS	\$ 8,000	\$ 8,000
Electrical for porch	1	LS	\$ 4,000	\$ 4,000
Steps & Landing	2	EA	\$ 2,000	\$ 4,000
Painting (included in other work)	1	LS		\$ -
COST PROJECTION FOR PORCH RESTORATION				\$ 120,840
OUTBUILDING TO RESTROOMS			Unit Cost	Total Cost
Demolition	1	LS	\$ 4,000	\$ 4,000
Plumbing	1	LS	\$ 30,000	\$ 30,000
Remove & Replace Floor Slab	410	SF	\$ 15.00	\$ 6,150
Framing and new wall finish	1,100	SF	\$ 8.00	\$ 8,800
New flooring	410	SF	\$ 15.00	\$ 6,150
New ceiling finish	410	SF	\$ 5.00	\$ 2,050
FRP on walls	1	LS	\$ 4,000	\$ 4,000
New electrical	1	LS	\$12,160.00	\$ 12,160
New HVAC & ventilation	1	LS	\$ 9,500.00	\$ 9,500
Basic heat - second floor	1	LS	\$ 1,500.00	\$ 1,500
Re-glaze windows with obscure glass	4	EA	\$ 600.00	\$ 2,400
New Entry doors	3	EA	\$ 1,800	\$ 5,400
Insulation	410	SF	\$ 3.50	\$ 1,435
Toilet partitions	5	EA	\$ 1,750	\$ 8,750
Interior Painting	1	LS	\$ 1,250	\$ 1,250
COST PROJECTION FOR OUTBUILDING RENOVATION				\$ 103,545
COST PROJECTION FOR SITE & BLDG CONSTRUCTION				
Total Gross Building Area	4,545	SF		\$ 847,528
General Conditions	10%			\$ 84,753
Subtotal				\$ 932,280
Contrator O&P	10%			\$ 93,228
Total Projected Construction Cost	4,545	SF		\$ 1,025,508
Contingency	20%			\$ 205,102
Survey Cost	1	LS	\$ 15,000	\$ 15,000
Design/CA Cost Allowance	10%			\$ 123,061
Archaeological Investigation and clearing for constr	1	LS	\$ 18,000	\$ 18,000
Sewer/Water Fees	1	LS	\$ 16,070	\$ 16,070
Project Cost				\$ 1,402,741
** Note no commercial kitchen costs included in this budget.				
***Potential additional costs for electrical include \$25,000 for commercial kitchen electrical, and \$9,500 if a commercial fire alarm system is provided.				

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Property Conditions Assessment

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Amblers Residence

Property Conditions Assessment

BUILDING RENOVATION			Unit Cost	Total Cost
Selective Demolition (kitchen, PM&E)	1	LS	\$ 10,000	\$ 10,000
New Electrical Distribution	1	LS	\$ 75,260	\$ 75,260
New Lighting	4,545	SF	\$ 2	\$ 9,090
New HVAC	4,545	SF	\$ 15	\$ 68,175
Plumbing Repairs/Upgrades	4,545	SF	\$ 5	\$ 22,725
Plaster Repairs	1	SF	\$ 8,000	\$ 8,000
Insulation @ 1st floor & 2nd floor ceiling	4,545	SF	\$ 2.50	\$ 11,363
Refinish Wood floors	4,545	SF	\$ 5	\$ 22,725
Structural Repairs & reinforcement	1	LS	\$ 10,000	\$ 10,000
Gut kitchen & refinish not as kitchen	1	LS	\$ 7,500	\$ 7,500
New windows in kitchen	70	SF	\$ 75	\$ 5,250
Re-work doors and hardware	1	LS	\$ 10,000	\$ 10,000
Remove lift / Fill floor opening	1	LS	\$ 3,500	\$ 3,500
Employee Break Area	1	LS	\$ 3,500	\$ 3,500
Ramp for Accessibility	1	LS	\$ 25,000	\$ 25,000
Replace 2nd floor deck & railing	1	LS	\$ 15,000	\$ 15,000
Interior Painting	3,873	SF	\$ 4	\$ 15,492
Subtotal				\$ 312,580
General Conditions	20%			\$ 62,516
Subtotal				\$ 375,095
Contrator O&P	10%			\$ 37,510
Total Projected Construction Cost				\$ 412,605
Contingency	20%			\$ 82,521
Design/CA Cost Allowance	10%			\$ 49,513
PROJECT COST FOR BUILDING RENOVATION WORK				\$ 544,639
PORCH RESTORATION			Unit Cost	Total Cost
Selective Demolition	1	LS	\$ 10,000	\$ 10,000
New Foundation	1	LS	\$ 7,500	\$ 7,500
Paint Removal on existing brick walls	1	LS	\$ 5,000	\$ 5,000
Re-framing porch floors	730	SF	\$ 40	\$ 29,200
New porch decking	730	SF	\$ 18	\$ 13,140
New porch railings	120	LF	\$ 100	\$ 12,000
New columns - structure and trim (7 @ 18' +/-)	7	EA	\$ 4,000	\$ 28,000
Temporary Construction & Scaffolding	1	LS	\$ 8,000	\$ 8,000
New Electrical	1	LS	\$ 4,000	\$ 4,000
Steps & Landing	2	EA	\$ 2,000	\$ 4,000
Painting	1	LS	\$ 4,000	\$ 4,000
Archaeological Investigation and clearing for constr	1	LS	\$ 18,000	\$ 18,000
Subtotal				\$ 142,840
General Conditions	25%			\$ 35,710
Subtotal				\$ 178,550
Contrator O&P	10%			\$ 17,855
Total Projected Construction Cost				\$ 196,405
Contingency	20%			\$ 39,281
Design/CA Cost Allowance	10%			\$ 23,569
PROJECT COST FOR PORCH RESTORATION WORK				\$ 259,255



Amblers Residence

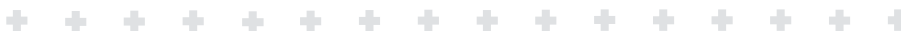
Property Conditions Assessment

OPTIONAL/OTHER WORK			Unit Cost	Total Cost
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 110,000
General Conditions	20%			\$ 22,000
Subtotal				\$ 132,000
Contractor O&P	10%			\$ 13,200
Total Projected Construction Cost				\$ 145,200
Contingency	20%			\$ 29,040
Design/CA Cost Allowance	15%			\$ 26,136
PROJECT COST FOR OPTIONAL/OTHER WORK				\$ 200,376
TOTAL COST PROJECTION FOR ALL PHASES (TODAY'S DOLLARS)				\$ 1,562,868
** Note no commercial kitchen costs included in this budget				
** Note - escalation factors will need to be applied to portions of the budget that take place in future years				



Amblers Residence

Drawings of the Existing Building



Amblers Residence

Property Conditions Assessment

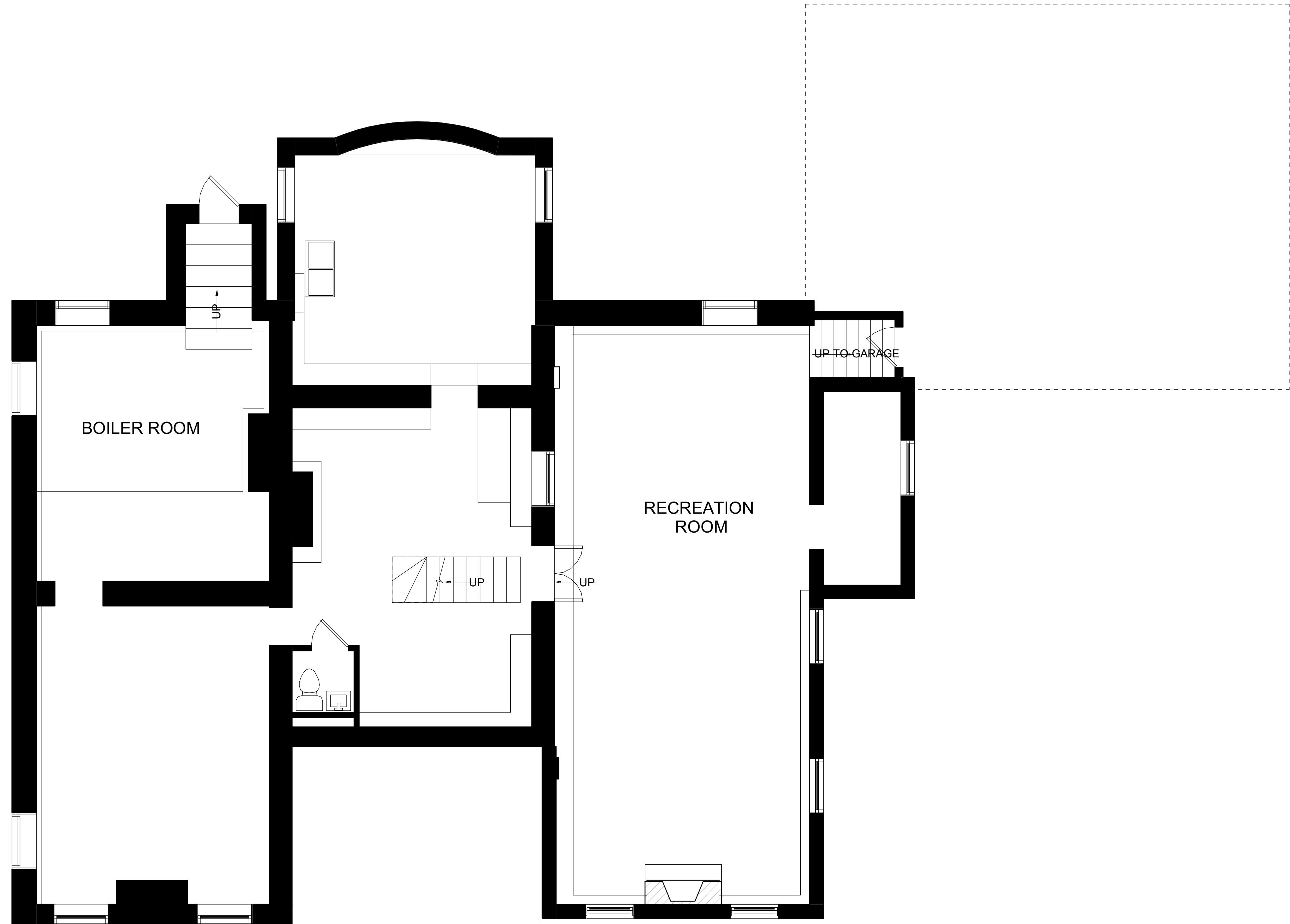


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BASEMENT PLAN

Date:	10-20-16
Drawn:	GRK
Checked:	AFC
Project:	216086

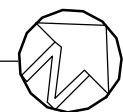
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Basement Plan

1/4" = 1'-0"

2030 S.F.

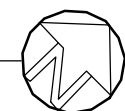


#	Description	Date	Initials

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Date:	10-20-16
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Project:	216086

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SECOND FLOOR PLAN

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