

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

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Jamie Henderson, III, a rising 9th grade student at Jamestown High School and a resident of the Berkeley District

E. PUBLIC COMMENT

F. PRESENTATIONS

1. WATA Presentation

G. CONSENT CALENDAR

1. Minutes Adoption
2. Establishment of a Petty Cash Fund (Police)
3. Grant Award - Chesapeake Bay Restoration Fund Grant - \$6,000
4. Resolution of Support for Smart Scale Transportation Funding Applications
5. Tourism Contingency Transfer Request for Supplemental Funding To Williamsburg Area Destination Marketing Committee
6. Resolution of the Board of Supervisors of James City County, Virginia, Declaring its Intention to Reimburse Itself from the Proceeds of One or More Financings for Certain Costs of Capital Improvements

H. PUBLIC HEARING(S)

1. Amendment to County Code Section 20-14. Transient Lodging Tax, Tax Levied
2. SUP-0004-2018. 3021 Ironbound Road Tourist Home
3. AFD-04-86-1-2017. Pates Neck Renewal

I. BOARD CONSIDERATION(S)

1. Medicaid Expansion Additional Allocation - \$112,400
2. James City County Child Health Initiative Grant Award - \$250,000
3. Contract Award - Request for Replacement Voting Equipment - \$285,571
4. Contract Award - Warhill Sports Complex Artificial Turf Repair, Replacement and Maintenance Service - \$2,943,737
5. Fort Eustis Joint Land Use Study
6. Pocahontas Trail Corridor Study

J. BOARD REQUESTS AND DIRECTIVES

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

L. CLOSED SESSION

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
2. Appointment - Colonial Behavioral Health Board of Directors

M. ADJOURNMENT

1. Recess until _____ on July 13, 2018 at the Law Enforcement Center

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Pledge Leader - Jamie Henderson, III, a rising 9th grade student at Jamestown High School and a resident of the Berkeley District

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/3/2018 - 2:11 PM

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Zach Trogdon, Executive Director of WATA
SUBJECT: WATA Presentation

Presentation of Resolution of Appreciation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/3/2018 - 9:23 AM

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Deputy Clerk
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	061218 BOS Minutes	Minutes
☐	062618 BOS Work Session Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:52 AM

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 12, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Roberts District
James O. Icenhour, Jr., Vice Chairman, Jamestown District
Michael J. Hipple, Powhatan District
P. Sue Sadler, Stonehouse District
Ruth M. Larson, Chairman, Berkeley District

William C. Porter, Interim County Administrator
Adam R. Kinsman, County Attorney

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leaders - James City County's newest group of Eagle Scouts led the Board and citizens in the Pledge of Allegiance.

E. PUBLIC COMMENT

1. Ms. Peg Boarman, 17 Settler's Lane, addressed the Board regarding the Clean County Commission and urged the Board to vote for the Zero Tolerance for Litter Resolution on the meeting's Agenda. She stressed the collaborative opportunities and volunteer efficiency the Resolution would provide. She noted June 14 would be Will Barnes' Day. The celebration to honor the long-time volunteer of James City County would be held at Veterans Park on Ironbound Road. She noted the ceremony will also recognize the "Adopt a Spot" participants. She highlighted upcoming clean County events.

2. Ms. Kimberley Hundley, 108 Mattaponi Trail, President of the Teachers Association for Williamsburg, addressed the Board regarding the budget. She thanked the Board for its support of the Williamsburg-James City Education Association.

F. PRESENTATIONS

1. Eagle Scout Recognition

Ms. Larson, with fellow Board members, recognized both the Eagle Scouts and their respective leaders; Eagle Scouts: Daniel Henry Geesamen (Troop 103), Nathan Edward Denny (Troop 103), Logan Donald Winger (Troop 180), Samuel Nevin Baird (Troop 180), Jordan Wesley Turner (Troop 195), Leon Fitzgerald Wilson, Jr. (Troop 195), Michael Logan Rodriguez (Troop 414), Matthew Adrien Andrews (Troop 1932), Michael Thomas Spalthoff (Troop 414) and Walter Thomas Major (Troop 180); Scout Masters: Bob Winger (Troop 180); Bernard Payne (Troop 195); Don Reeves (Troop 103) and George Riesbeck, First Colony District Advancement Chair. She thanked Scout Master Heath Richardson for his assistance. Ms. Larson read a statement congratulating and recognizing the outstanding achievements these young men attained with the rank of Eagle Scout, noting their service to the James City County community and setting exemplary examples of hard work, compassion, strong values, leadership and a positive attitude in their endeavors. She called each recipient to the podium for his proclamation certificate and acknowledgment from the Board members.

G. CONSENT CALENDAR

A motion to Approve was made by John McGlennon, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

1. Minutes Adoption
2. Zero Tolerance for Litter Resolution and Policy Guidelines

H. PUBLIC HEARING(S)

1. Amendment to County Code Section 3-20, Dogs Running at Large

A motion to Approve was made by Sue Sadler, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

Mr. Kinsman noted, as requested at the April 2018 meeting, that he had created the Ordinance revision regarding dogs running at large and in designated zones per the Virginia Code and had included the specific geographic localities affected by the restriction.

Ms. Larson opened the Public Hearing.

1. Mr. Jon Holland, 6273 Centerville Road, addressed the Board noting multiple times of dogs running at large in his neighborhood over the past few years. He noted the intervention of Animal Control as well as a court case hearing regarding the dogs.

As there were no additional speakers, Ms. Larson closed the Public Hearing.

Mr. Icenhour asked Mr. Kinsman about the existing Ordinance.

Mr. Kinsman noted the Animal Control procedure for capturing a dog at large. He further noted a violation citation goes before General District Court with the first two offenses having fines, followed by a nuisance charge on the third offense with relocation or even euthanasia of the dog.

2. Case No. HW-0001-2018. Busch Gardens Ireland Expansion

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

Ms. Pietrowski noted Mr. Anthony Loubier of Vanasse Hangen Brustlin, Inc., had applied on behalf of SeaWorld Parks and Entertainment, LLC for a height limitation waiver for construction of an attraction not to exceed a height of +/- 115 feet above finished grade at Busch Gardens Williamsburg.

Ms. Larson opened the Public Hearing.

1. Mr. Larry Giles, Busch Gardens Williamsburg, stated his willingness to answer any questions that the Board might have.

As there were no questions or additional speakers, Ms. Larson closed the Public Hearing.

3. Case Nos. ZO-0003-2017 and SO-0001-2017. Zoning Ordinance Amendments for Streetscapes

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

Mr. Scott Whyte, Senior Landscape Planner, addressed the Board giving an overview of the materials included in the Agenda Packet. Mr. Whyte noted the Policy Committee's amendments for street trees in major subdivisions and changes in multi-family developments.

Mr. Richardson indicated the amendment requests were recommended for approval by the Planning Commission.

Ms. Larson opened the Public Hearing.

As there were no speakers, Ms. Larson closed the Public Hearing.

4. Case Nos. ZO-0004-2018 and SO-0004-2018. Zoning Ordinance and Subdivision Ordinance Amendments to Delete References to Fees which are Set Forth in the County Code Appendix A - Fee Schedule for Development Related Permits. An Ordinance to Amend and Reordain James City County Code, Chapter 4, Building Regulations. An Ordinance to Amend and Reordain James City County Code, Chapter 8, Erosion and Sediment Control

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

Mr. Paul Holt, Director of Community Development, addressed the Board highlighting the Ordinance amendments in the Agenda Packet. He noted the same fee reference changes to Chapter 19 - Subdivisions and Chapter 24 - Zoning of the James City County Code.

Mr. Richardson addressed the Board, noting the Planning Commission recommended approval of the Ordinance amendments by a 7-0 vote.

Ms. Larson opened the Public Hearing.

As there were no speakers, Ms. Larson closed the Public Hearing.

Mr. McGlennon questioned if the motion for adoption of the amendments was for a total of four Ordinances included in the Agenda Packet.

Ms. Larson confirmed that was correct.

5. Building E Lease Termination

A motion to Approve was made by John McGlennon, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

Mr. Porter addressed the Board, noting James City Service Authority (JCSA) had leased the land at 101-E Mounts Bay Road from the County for several years, prior to the relocation of the JCSA on Tewning Road. Both the County and JCSA wished to terminate the lease agreement on June 30, 2018. He noted both parties needed to act on the Resolution in the Agenda Packet.

Ms. Larson opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board. He noted the lack of civic participation at Board meetings. He questioned the lease arrangement between the County and JCSA, specifically inquiring about any fiscal impact of rent payment to the County or an interparty agreement with no monetary consideration.

Mr. Porter noted the County leased the property to JCSA.

Mr. Henderson noted the County paid rent to JCSA, effectively a reimbursement to its rent paid.

Mr. Porter noted the County owned the land, which it leased to JCSA.

Mr. Henderson asked about JCSA constructing the building and ownership of the improvements and potential asset transfer.

Further discussion ensued with the notation that this point would be addressed during the JCSA Board of Directors meeting.

Mr. McGlennon noted the utilization of the normal procedure for questions and answers after comments.

With no more speakers, Ms. Larson closed the Public Hearing.

I. BOARD CONSIDERATION(S)

None.

J. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon noted May and June were busy months. He highlighted appreciation to the organizers of the Memorial Day service at the Williamsburg Memorial Park and also veteran organizations and First Responders. He noted the Grove Neighborhood Block Party's success, Community Action Agency Gala at Ford's Colony, Clean the Bay Day

participation, Scholarship Ceremony for high schoolers associated with various community organizations, GED graduation ceremony and staff appreciation for event planning and continued work in the community.

Mr. Icenhour noted his opportunity to step in for Governor Northam in Norfolk at the Virginia Housing Development Authority's 20th Anniversary of the Partnership Program with U.S. military in-home buying education classes. He further noted his attendance at several meetings in local neighborhoods, the Police Awards Banquet, Military Retiree Appreciation Day at Ft. Eustis, a radio interview, School Liaison Meeting and Clean the Bay Day participation.

Ms. Sadler highlighted her involvement with the Community Action Agency training session as a new Board member as well as attendance at an upcoming Economic Development Authority meeting. She also noted attendance at the Business Appreciation Event at Revolution Golf and the Police Awards Banquet.

Mr. Hipple stated the Building Safety and Permits staff were busy with new online permit procedures. He noted his involvement with classes for the new system. He further noted he and Ms. Larson would be attending Hampton Roads Transportation Accountability Commission and the Hampton Roads Military and Federal Facilities Alliance meetings next week.

Ms. Larson expressed appreciation to her fellow Board members for participation and involvement in community activities. She noted the School Liaison Meeting was very informative with the role of School Resource Officer discussed. She further noted attendance at the Chamber of Commerce meeting, an upcoming Williamsburg Area Destination Marketing and Advertising Campaign meeting and the Celebration of Lifelong Learning. She noted Jamestown Jams, beaver activity in neighborhoods and a request for the Treasurer to attend the upcoming Work Session. She further noted the Treasurer could explain the process as numerous calls on business licenses, penalties and policies had been received. On a personal note, Ms. Larson stated she has had a child in the Williamsburg-James City County school system since fall 1996 and that tenure was ending.

She expressed her appreciation to the school system.

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. Interim County Administrator's Report

Mr. Porter noted his report was included in the Agenda Packet. He further noted the closure of Jolly Pond Road June 17-20 for road repair, but not encompassing any private or commercial entrances in the closure. He said the closure could run longer than the anticipated dates if inclement weather was an issue. He stated further information could be obtained by calling 757-259-1443. He also noted the date change for the upcoming Jamestown Jams to June 21 with event details.

Ms. Larson mentioned the ending time for Jamestown Jams and community response, as well as food trucks.

At approximately 5:53 p.m., Ms. Larson closed the Board of Supervisors meeting for the James City County Board of Directors meeting.

At approximately 6:02 p.m., Ms. Larson re-opened the Board of Supervisors meeting.

L. CLOSED SESSION

A motion to Enter a Closed Session was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

At 6:02 p.m., the Board entered Closed Session.

1. Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice, in particular the County's contract with Springsted|Waters Executive Recruitment pursuant to Section 2.2-3711 A(8) of the Code of Virginia
2. Consideration of a personnel matter, the discussion of prospective candidates for employment; in particular, the County Administrator, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia
3. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 A(1) of the Code of Virginia
4. Closed Session Certification

A motion to Certify the Closed Session was made by John McGlennon, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

At 6:48 p.m., the Board re-entered Open Session and certified the Closed Session.

5. Appointments to Committees and Commissions

A motion to Appoint Individuals to Boards and Commissions was made by John McGlennon, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

Mr. McGlennon made a motion to appoint the following individuals to County Boards and Commissions:

- Historical Commission: Mr. Fred Boelt, Ms. Rebecca Houston, Mr. Dudley Parrish, Ms. Kim Sims and Mr. Ben Swenson to terms that will expire on June 30, 2021
- Stormwater Program Advisory Committee: Ms. Erin Smith, Mr. Darren Curtis, Mr. Bob Gasink, Mr. Thomas Hitchens and Ms. Alexandra Younica to terms that will expire on June 30, 2022
- Williamsburg Area Arts Commission: Mr. Nicholas Vrettos and Ms. Georgianna Avioli to terms that will expire on June 30, 2021
- Colonial Group Home Commission: Mr. Christopher McDonald to a term that will expire on June 30, 2021
- Peninsula Alcohol Safety Action Program: Lt. Greg LaRose to a term that will expire on June 30, 2021

- Economic Development Authority: No appointment made at this time.
- Williamsburg Regional Library Board of Directors: No appointment made at this time.

M. ADJOURNMENT

1. Adjourn until 4 p.m. on June 26, 2018 for the Work Session

A motion to Adjourn was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Sadler, Hipple, Larson

At approximately 6:50 p.m., Ms. Larson adjourned the Board.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 26, 2018
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Roberts District
James O. Icenhour, Jr., Vice Chairman, Jamestown District
Michael J. Hipple, Powhatan District
P. Sue Sadler, Stonehouse District
Ruth M. Larson, Chairman, Berkeley District

William C. Porter, Interim County Administrator
Adam R. Kinsman, County Attorney

C. BOARD DISCUSSIONS

1. Stormwater Program Advisory Committee Report to the Board of Supervisors

Ms. Fran Geissler, Director of Stormwater Division, introduced Mr. Darren Curtis, Chairman, Stormwater Program Advisory Committee (SPAC).

Mr. Curtis introduced Mr. Allen Ayers, the former Chair and Ms. Wendy Ruffle, Vice Chair of the Committee. Mr. Curtis gave an overview of the PowerPoint presentation included in the Agenda Packet.

Mr. Hipple inquired if SPAC visited homeowner associations as an educational force regarding stormwater runoffs and pollutants.

Mr. Curtis replied that was part of the Clean Water Heritage outreach program.

Mr. Ayers stated that SPAC provided assistance to over 80 neighborhoods through presentations, drainage requests and such.

Mr. Hipple inquired if a neighborhood reached out to SPAC, would SPAC go out and speak with them and offer guidance.

Mr. Ayers replied yes; it is a prime mission of SPAC to do those types of things in an effort to educate the public on this subject.

Mr. Hipple referenced chemical products frequently added to lawns that drained into stormwater.

Ms. Geissler discussed the Turf Love Program, an agreement the County had with the Virginia Cooperative Extension.

General discussion ensued regarding stormwater chemical pollutants as well as flood events.

Mr. Hipple and Mr. McGlennon expressed their gratitude for the time and hard work involved regarding this issue.

Mr. McGlennon inquired about the maintenance of stormwater ponds in the County.

Mr. Ayers replied that there are approximately 900 ponds in the County and SPAC does provide assistance.

Mr. Icenhour inquired if many homeowner associations had the resources needed to do what needed to be done.

Mr. Ayers replied that is true; however, the efforts of SPAC to educate homeowner associations go a long way.

General discussion ensued regarding this issue.

Ms. Geissler introduced Mr. Trevor Long, Watershed Planner and Mr. John Fuqua, Stormwater Coordinator, and detailed both position responsibilities and how citizens could contact them if necessary. She briefly discussed neighborhoods with new sections developed and the resources available.

The Board expressed its gratitude to everyone dedicated to this ongoing effort.

2. Business License Billing Discussion

Ms. Larson welcomed Ms. Jenni Tomes, James City County Treasurer and Mr. Richard Bradshaw, Commissioner of the Revenue, and expressed the Board's gratitude for them joining the conversation.

Ms. Tomes stated that there were issues with business license billings that caused a lot of heartache in the County. She commented that there was a mailing of 448 business license invoices that went out on March 7 and were due on April 5. She noted that 69 of the invoices were paid on time, 292 had been paid since the due date, and the remaining business license invoices were still outstanding. Ms. Tomes further stated that she had received 60 formal requests to waive penalty and interest charges and remarked that approximately 90 accounts were noted in regard to invoices that had not been received. She referenced a packet provided to the Board that contained a business license renewal form that clearly stated the payment was due by April 5. The packet also included a copy of the County Ordinance that listed the filing due date of March 1 and the payment due date as April 5, which became effective in 2002. She noted that when telephone calls began coming into the office in regard to businesses not receiving the invoices, she spoke with her staff regarding the issue. She stated staff recalled sending out approximately 450 bills, bringing envelopes to the mailroom and noted that the postage meter showed postage was paid that week. Ms. Tomes commented that she reached out to the Post Office and inquired about any issues or glitches in their system, but they were not aware of any incidents. Next, she reached out to Mr. Kinsman, the Treasurers Association Legal Counsel as well as other area Treasurers, and concluded that she did not have the authority to waive a penalty or interest based on an invoice not being received. She further discussed items in the packet she referenced earlier in the conversation. She stated that James City County is one of less than 10 localities, out of approximately 130, that has a different file and pay date. She further stated that most localities file and pay on March 1 and suggested this could be a new process that would remove the invoice

requirement. She commented this would help her office and the software system it recently purchased, and added that the current process was a time-consuming manual process for business license billings.

Ms. Larson commented on the fact that the County still mailed the business license invoices and many other counties do not. She clarified that if the County commenced the process of "File and Pay" on March 1, there would be no mailing of invoices.

Ms. Tomes replied correct; however, delinquent notices would be mailed.

General discussion ensued regarding rates, the issue of the invoice mailing gone bad and educating the public on a new process.

Ms. Sadler expressed her thanks to citizens that attended the meeting regarding this issue. She inquired if a timeframe had been established to sit down and formulate a new plan.

Ms. Tomes replied that an Ordinance change must be the first step.

Mr. Bradshaw explained the current license Ordinance states that renewal must occur by March 1 with payment due no later than April 5 and stressed that it was hardcoded into the County Ordinance and would need to be the first change made.

Mr. Kinsman clarified that he and Ms. Tomes frequently talked, but that he was not her attorney and thus the reason she spoke with the Treasurers Association of Virginia. He stated that in his research he could not find the authority for the Board of Supervisors to fix this and noted the Attorney General's opinion picked up this exact circumstance and basically stated that if a taxpayer does not receive a bill that was the taxpayer's problem.

General discussion ensued regarding billing, late payments, range of liability and the proposed procedure for future business license billing/mailing/payment.

Ms. Larson stated she received a letter that requested an audit needed to be done for the Office of the Treasurer and assumed it was out of the Board's purview.

Mr. Kinsman stated correct.

Ms. Tomes stated there were annual audits with the County as well as the Auditor of Public Accounts.

Mr. Hipple stated that was available if any citizen wanted to review it.

Ms. Larson expressed her gratitude to Ms. Tomes and Mr. Bradshaw for attending the meeting and remarked that she had great empathy for citizens paying interest and penalties that they did not want to pay. She asked that if the Post Office responded with any information on what happened to make the Board aware of the update.

Mr. McGlennon inquired if there was a time limit to appeal to the Circuit Court.

Mr. Bradshaw replied that generally the normal appeal for taxes was three years from the due date.

Mr. McGlennon clarified that the expectation would be to pay the tax and then appeal.

Mr. Bradshaw replied correct and remarked that the interest would continue to accrue if not paid.

General discussion ensued regarding notification to the public concerning the appeal option.

Ms. Larson stated that the Board should be notified if the Treasurer's Office decided to move forward with changing the Ordinance.

Ms. Tomes inquired if the Board would consider this option of new procedure in moving forward.

The Board members replied yes.

3. Purchase of Development Rights Presentation

The Board welcomed Mr. Jason Purse, Assistant County Administrator, to the meeting.

Mr. Purse introduced Ms. Tammy Rosario, Principal Planner and Mr. Paul Holt, Director of Community Development, Mr. Chris Johnson, Ombudsman and Ms. Sue Mellen, Director of Financial and Management Services. Mr. Purse gave an overview of a PowerPoint presentation included in the Agenda Packet.

Mr. McGlennon discussed his recollection of the development of programs mentioned in the slideshow in an effort to bring anyone unfamiliar with the terminology or benefits of the programs.

Mr. Purse stated that if the County continued to have two programs it was important to understand the differences of each program in an effort to guide people in the right direction.

Mr. Icenhour stated that Purchase of Development Rights, Purchase of Greenspace, Conservation Easements or Agricultural and Forestal Districts (AFD) are all tools that can be used and; therefore, he would like to see a program of Land Preservation to preserve the unique characteristics of the County and discussed this suggestion.

General discussion ensued regarding this toolbox topic and past benefit experience with these programs.

Ms. Sadler stated that the Berkeley District presently had 435 acres, Powhatan District 10,408, Roberts District 1,610 and the Stonehouse District 5,654, which made a grand total of 18,107 acres. She briefly discussed her appreciation of the AFD program and commended that they were renewable as well as supported the opportunities they provided to farmers.

General discussion ensued regarding these programs.

Ms. Larson inquired to Mr. Icenhour if he wanted staff to go out and gather information.

Mr. Icenhour replied that he would like staff to return to the Board with a proposal that recommended the structure of the program and how it would work. He stated this needed to be in place before an amount of money was determined to be put into various categories before going into the next budget cycle.

Mr. Hipple inquired was it possible to be done within a two-month period.

Mr. Purse replied the October timeframe would work better or perhaps a reading file before that time.

Mr. McGlennon inquired if something regarding finances could be included.

Ms. Mellen replied yes.

Mr. Hipple inquired about the length of time if anything needed taken out to the voters.

Mr. Kinsman briefly discussed the procedure of this possibility.

The Board went into a brief recess and reconvened at approximately 5:29 p.m.

D. CLOSED SESSION

A motion to Enter a Closed Session was made by Sue Sadler, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At 5:35 p.m., the Board entered into Closed Session.

1. Consultation with legal counsel employed by a public body regarding specific legal matters requiring the provision of legal advice, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia and pertaining to the Settlers Market Bond Matter
2. Consultation with legal counsel employed by a public body regarding specific legal matters requiring the provision of legal advice; in particular, revisions to attendance policies applicable to County boards and commissions pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia
3. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Economic Development Authority and the Williamsburg Regional Library Board of Directors
4. Certification of Closed Session

At 6:48 p.m., the Board re-entered Open Session.

A motion to Certify the Closed Session was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

5. Actions Resulting from Closed Session

Mr. McGlennon made a motion to appoint Dr. Theodore Hiller to the Williamsburg Regional Library Board of Directors for a term that will expire on July 31, 2022.

A motion to Appoint Individuals to Boards and Commissions was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Hipple made a motion to reappoint Ms. Sally Andrews to the Williamsburg Regional

Library Board of Directors for a new term that will expire on July 31, 2022.

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

E. ADJOURNMENT

1. Adjourn until 5 p.m. on July 10, 2018, for the Regular Meeting

A motion to Adjourn was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:50 p.m., Ms. Larson adjourned the Board of Supervisors.

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Police Chief

SUBJECT: Establishment of a Petty Cash Fund (Police)

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Rubino, Steve	Approved	6/1/2018 - 11:43 AM
Police	Rubino, Steve	Approved	6/29/2018 - 10:42 AM
Publication Management	Daniel, Martha	Approved	6/29/2018 - 11:16 AM
Legal Review	Kinsman, Adam	Approved	6/29/2018 - 11:21 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 11:22 AM
Board Secretary	Porter, Bill	Approved	7/2/2018 - 2:50 PM
Board Secretary	Fellows, Teresa	Approved	7/2/2018 - 3:02 PM

MEMORANDUM

DATE: July 10, 2018
TO: The Board of Supervisors
FROM: Bradley J. Rinehimer, Chief of Police
SUBJECT: Establishment of a Petty Cash Fund (Police)

James City County Police Department provides fee-based fingerprinting services to the general public as a way to generate revenue. The Department also manages the fee-based Taxi Permit program and conducts community services events such as the Shred-a-Thon where there is a fee charged for bags of documents that a citizen wants shredded.

While many people pay by check or credit card, people still frequently pay with cash. Often the staff at the Police Department does not have change to give the person. The person is then inconvenienced by having to leave and come back with the exact amount. Staff time spent on this is also extended.

It is necessary to accept cash and provide change to patrons who require fingerprinting, taxi permit or document shredding services that are done at the Law Enforcement Center. This collection of fees and cash management process must be consistent with James City County adopted policies and procedures.

Staff recommends adoption of the attached Resolution to establish a \$100 petty cash fund to be used by authorized County staff working within the Police Department.

BJR/md
PolPetCash-mem

Attachment

RESOLUTION

ESTABLISHMENT OF A PETTY CASH FUND (POLICE)

WHEREAS, the Police Department continues to explore all opportunities to generate revenue through user fees; and

WHEREAS, it is necessary to accept cash and provide change to the user that is seeking a taxi permit, fingerprinting services, document shredding or other fee-based service; and

WHEREAS, this collection of fees and cash management process must be consistent with James City County adopted policies and procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the Treasurer to establish a \$100 petty cash fund to be used by authorized County staff working within the Police Department.

Ruth M. Larson
Chair, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

PolPetCash-res

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: John Carnifax, Director of Parks and Recreation

SUBJECT: Chesapeake Bay Restoration Fun Grant Award

ATTACHMENTS:

	Description	Type
☐	memorandum	Cover Memo
☐	resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Rec - Community Centers	Brittle, Carla	Approved	6/14/2018 - 10:13 AM
Parks & Recreation	Carnifax, John	Approved	6/20/2018 - 9:37 AM
Publication Management	Burcham, Nan	Approved	6/20/2018 - 11:20 AM
Legal Review	Kinsman, Adam	Approved	6/21/2018 - 2:55 PM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:19 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:39 AM

MEMORANDUM

DATE: July 10, 2018
TO: The Board of Supervisors
FROM: John H. Carnifax, Jr., Director of Parks and Recreation
SUBJECT: Grant Award - Chesapeake Bay Restoration Fund - \$6,000

James City County's Department of Parks and Recreation has been awarded a \$6,000 Chesapeake Bay Restoration Fund Grant from the Commonwealth of Virginia's Division of Legislative Services.

The purpose of the matching grant is to assist with the cost of offering a special environmental education program for every REC Connect Summer Camp site for children to study the Chesapeake Bay Watershed and its importance to the community. As part of the experience, over 500 children will visit a local park to conduct water quality testing and go on an eco-boat tour of the Chesapeake Bay.

Staff recommends approval of the attached resolution to accept the \$6,000 grant for the special marine camp and to appropriate the funds as described in the attached resolution.

JHC/nb
GA-ChesBayRest-mem

Attachment

RESOLUTION

GRANT AWARD - CHESAPEAKE BAY RESTORATION FUND - \$6,000

WHEREAS, the Chesapeake Bay Restoration Fund, which is funded through the sale of Chesapeake Bay license plates, has made funds available for the restoration and education of the Bay; and

WHEREAS, funds are needed to provide an enriching environmental component to the Department's REC Connect Summer Camp Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, accepts the \$6,000 grant awarded by the Chesapeake Bay Restoration Fund to help with the additions to the summer camp program.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation to the Special Projects/Grants Fund:

Revenues:

From the Commonwealth	<u>\$6,000</u>
-----------------------	----------------

Expenditures:

Chesapeake Bay Restoration Fund	<u>\$6,000</u>
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Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

GA-ChesBayRes-res

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development & Planning; Tammy Rosario, Principal Planner

SUBJECT: Resolution of Support for Smart Scale Transportation Funding Applications

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	6/26/2018 - 10:07 AM
Development Management	Holt, Paul	Approved	6/26/2018 - 10:07 AM
Publication Management	Burcham, Nan	Approved	6/26/2018 - 10:09 AM
Legal Review	Kinsman, Adam	Approved	6/26/2018 - 10:15 AM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:20 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:39 AM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning
Tammy Mayer Rosario, Principal Planner

SUBJECT: Resolution of Support for Smart Scale Transportation Funding Applications

Background

In 2013 House Bill 2313 was signed into law, creating a more sustainable revenue source supporting transportation funding. While passage of this bill enabled the Commonwealth Transportation Board (CTB) to add approximately \$4 billion in funding to the Six-Year Improvement Program (SYIP), there are still many transportation needs that cannot be addressed with available revenues.

To find a way to better balance transportation needs and prioritize investments for both urban and rural communities throughout the Commonwealth, new legislation, House Bill 2 (HB2), was signed into law in 2014. HB2 required the CTB to develop and implement a quantifiable and transparent prioritization process for making funding decisions for capacity, enhancing projects within the SYIP. The ultimate goal in the implementation of HB2, now called Smart Scale, is to ensure the best use of limited transportation funds. Transparency and accountability are crucial aspects of this process. Smart Scale projects are evaluated based on a uniform set of measures that are applicable statewide, while recognizing that factors should be valued differently based on regional priorities.

Generally, the prioritization process for the Hampton Roads District evaluates projects in the following factor areas: congestion mitigation (45%), economic development (5%), accessibility (15%), safety (5%), environmental quality (10%) and land use coordination (20%).

The Smart Scale process does not cover all types of projects within the SYIP. There are many other sources of funding including maintenance and rehabilitation, safety, operations and other federal and state funding categories (e.g., Revenue Sharing, Congestion Mitigation and Air Quality Improvement Program, Regional Surface Transportation Program).

There are two main pathways to funding within the Smart Scale process, the Construction District Grant Program and the High-Priority Projects Program. These two grant programs were established under HB 1887 and approved by the General Assembly in February 2015.

The High-Priority Projects Program (as defined in § 33.2-370) refers to projects of regional or statewide significance that address a transportation need identified for a Corridor of Statewide Significance or a regional network in the VTrans2040 Multimodal Transportation Plan. In this program, projects and strategies are compared to projects and strategies submitted statewide.

The Construction District Grant Program (as defined in § 33.2-371) refers to projects and strategies solicited from local governments that address a need for a Corridor of Statewide Significance, regional network, improvements to promote urban development areas, or safety improvements identified in the VTrans2040 Multimodal Transportation Plan. In this program, candidate projects and strategies from localities within a highway construction district are compared against projects and strategies within the same construction district.

For both programs, projects and strategies are to be screened, evaluated and selected according to the process established pursuant to Smart Scale. In 2016, James City County successfully secured funds

through this process for the Longhill Road Phase I Widening. In 2017, James City County successfully secured funds through this process for the Skiffes Creek Connector.

Proposed Projects

This year, James City County intends to apply for Smart Scale funding for two projects:

1. *Pocahontas Trail Corridor Improvements* as identified in the Pocahontas Trail Corridor Study; and
2. *Bicycle/pedestrian path on Longhill Road over Route 199* as identified in the 2040 Hampton Roads Long-Range Transportation Plan (LRTP).

The first proposed project addresses transportation and safety needs along a 2-mile stretch of Pocahontas Trail between Fire Station 2 and James River Elementary School. This Urban Principal Arterial Roadway has a posted speed limit of 40-45 miles per hour. Currently, there are no designated accommodations for bicyclists and very limited pedestrian connections. The typical roadway cross-section consists of two lanes, no shoulders and turn lanes at some of the intersections. Roadway drainage is provided by deep open ditches immediately adjacent to the roadway with little to no existing shoulder. There is no access management in place. Because of existing conditions, accidents and breakdowns result in substantial backups and delays with access for emergency responders often impeded. The corridor is also frequently impacted by traffic diverting from Interstate 64 due to congestion. The lack of safe pedestrian and bicycle accommodations in an area with a mix of residential, transit and industrial traffic causes conflicts and unsafe conditions for all non-motorized travelers. Due to the deficiencies mentioned above, this project will include much needed safety improvements and accommodations, specifically a continuous center left-turn-lane, an 8-foot shared use path, a 5-foot sidewalk, curb and gutter, closed drainage, landscaped buffer, roadway/pedestrian lighting, new crosswalks with pedestrian refuge areas, transit stop improvements with bus pull-offs and shelters and undergrounding of overhead utilities. Such improvements are expected to greatly reduce congestion and to significantly improve traffic flow and safety. The Pocahontas Trail Corridor Study estimates the total project cost (with undergrounding of utilities) at \$34 million, with individual segments ranging from \$3.1 to \$9.2 million each. Roughly \$4.5 million in federal funding and \$6 million in local funding would be available to the project; therefore, depending on the phasing option selected, the Smart Scale application would request \$2 to \$23.5 million in FY 2024 to fully fund the project.

The second proposed project is to provide a bike/pedestrian path along a 0.5-mile stretch of Longhill Road from DePue Drive on the eastern end over Route 199 to Lane Place on the western end. This will improve connectivity in the bicycle and pedestrian network by closing both an existing and projected bicycle/pedestrian gap and by improving safety on this widely traveled road. On the eastern end of the project, there are existing shared use paths. On the western end of the project, there is an existing sidewalk but this will soon be replaced by a shared use path as part of the Longhill Road Phase I Widening. Due to practical limitations and/or constraints at the bridge crossing, the project may need to transition from an 8-foot shared use path to a 5-foot sidewalk. No bridge modifications, expansions or widening is expected in this section as part of the project. Pre-scoping and cost estimate validation are currently underway; however, the 2040 LRTP estimates the total project cost at \$0.9 million. There is no funding currently available to the project; therefore, the Smart Scale application would request approximately \$0.9 million in FY 2024 to fully fund this project.

Staff recommends the Board of Supervisors adopt the attached resolution expressing support for these projects to be submitted through the upcoming Smart Scale cycle.

PDH/TMR/nb
TransFndApp-mem

Attachment

RESOLUTION

RESOLUTION OF SUPPORT FOR SMART SCALE

TRANSPORTATION FUNDING APPLICATIONS

WHEREAS, in an effort to ensure the best use of limited transportation funds, the Commonwealth has established a transportation funding formula via House Bill 1887 and a prioritization process via House Bill 2 (HB2), a process now called Smart Scale; and

WHEREAS, there are two main pathways to funding within the Smart Scale process the Construction District Grant Program and the High-Priority Projects Program; and

WHEREAS, in 2015, James City County adopted its update to the Comprehensive Plan, *Toward 2035: Leading the Way*, which included transportation as a priority focus area; and

WHEREAS, the adopted Comprehensive Plan identified almost \$217 million in needed investment in the County's transportation system.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, expresses support for submitting an application for funding for the Pocahontas Trail Improvements and the Longhill Road Bicycle/Pedestrian Path projects through the Smart Scale process.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

TransFndApp-res

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

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

SUBJECT: Tourism Contingency Transfer Request for Supplemental Funding To Williamsburg Area Destination Marketing Committee

ATTACHMENTS:

	Description	Type
☐	MEMORANDUM	Cover Memo
☐	RESOLUTION	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Mellen, Sue	Approved	6/29/2018 - 10:17 AM
Publication Management	Daniel, Martha	Approved	6/29/2018 - 10:35 AM
Legal Review	Kinsman, Adam	Approved	6/29/2018 - 10:36 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 10:36 AM
Board Secretary	Purse, Jason	Approved	6/29/2018 - 10:46 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 11:06 AM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

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

SUBJECT: Tourism Contingency Transfer Request for Supplemental Funding To Williamsburg Area Destination Marketing Committee

Due to the timing of Senate Bill 942, the Williamsburg Area Destination Marketing Committee (WADMC) has submitted a supplemental funding request to the three localities in the Historic Triangle to ensure continuity of the advertising campaign while the creation of the new Tourism Council is underway. The County's portion of the one-time supplemental funding request is \$18,920.

The attached resolution requests that \$18,920 from the Tourism Contingency Fund be used to cover the one-time supplemental funding to WADMC. Sufficient funding is available.

SRM/nb
TourContgcy-mem

Attachment

RESOLUTION

TOURISM CONTINGENCY TRANSFER REQUEST FOR SUPPLEMENTAL FUNDING TO

WILLIAMSBURG AREA DESTINATION MARKETING COMMITTEE

WHEREAS, due to the timing of Senate Bill 942, the Williamsburg Area Destination Marketing Committee (WADMC) has submitted a supplemental funding request to the three localities in the Historic Triangle; and

WHEREAS, the supplemental funding would be used to ensure continuity of the advertising campaign while the creation of the new Tourism Council is underway; and

WHEREAS, a payment of \$18,920 is the County's portion of the supplemental funding request; and

WHEREAS, the Tourism Contingency Fund has sufficient funding available to cover the costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes \$18,920 be transferred from the Tourism Contingency Fund for the County's portion of WADMCs supplemental funding request.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

TourContgcy-res

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

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

SUBJECT: Resolution of the Board of Supervisors of James City County, Virginia, Declaring its Intention to Reimburse Itself from the Proceeds of One or More Financings for Certain Costs of Capital Improvements

ATTACHMENTS:

	Description	Type
☐	MEMORANDUM	Cover Memo
☐	RESOLUTION	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Mellen, Sue	Approved	6/29/2018 - 10:07 AM
Publication Management	Burcham, Nan	Approved	6/29/2018 - 10:08 AM
Legal Review	Kinsman, Adam	Approved	6/29/2018 - 10:31 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 10:32 AM
Board Secretary	Purse, Jason	Approved	6/29/2018 - 10:46 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 11:06 AM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

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

SUBJECT: Resolution of the Board of Supervisors of James City County, Virginia, Declaring its Intention to Reimburse Itself from the Proceeds of One or More Financings for Certain Costs of Capital Improvements

The attached Resolution has been reviewed by the County's bond counsel firm, Hunton Andrews Kurth LLP, and establishes a reimbursement date for the replacement of fire apparatus and for School Capital Improvements projects.

In the time period between now and the bond issue, with the attached Resolution, the County could reimburse itself for certain capital expenditures under Federal Treasury regulations with bond proceeds when the bonds are issued.

Staff recommends approval of the attached Resolution.

SRM/md
CapImpReimb-mem

Attachment

RESOLUTION

**RESOLUTION OF THE BOARD OF SUPERVISORS OF JAMES CITY COUNTY, VIRGINIA,
DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR
MORE FINANCINGS FOR CERTAIN COSTS OF CAPITAL IMPROVEMENTS**

WHEREAS, James City County, Virginia, (the “County”) intends to incur expenditures for the replacement of fire apparatus and for certain School Capital Improvements projects (collectively, “Capital Expenditures”); and

WHEREAS, the County also intends to finance all or a portion of these Capital Expenditures with the proceeds of tax-exempt obligations (the “Bonds”) to be issued by the County or an authority or agency on behalf of the County; and

WHEREAS, the County also intends to pay for a portion of the Capital Expenditures prior to the issuance of the Bonds; and

WHEREAS, the County may reimburse itself with Bond proceeds for the Capital Expenditures paid by it prior to the issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, and it is hereby resolved by the same, as follows:

1. The County reasonably expects to reimburse itself with Bond proceeds for the Capital Expenditures paid by it prior to the issuance of the Bonds to the extent permitted by Section 1.150-2 of the Income Tax Regulations.
2. The maximum principal amount of debt which the County expects to be issued relating to the Capital Expenditures is \$15 million.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Elizabeth Parman, Assistant County Attorney

SUBJECT: Amendment to County Code Section 20-14. Transient Lodging Tax, Tax Levied

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Ordinance	Ordinance
☐	Final Ordinance	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	5/29/2018 - 8:09 AM
Publication Management	Burcham, Nan	Approved	5/29/2018 - 8:12 AM
Legal Review	Kinsman, Adam	Approved	5/29/2018 - 10:32 AM
Board Secretary	Fellows, Teresa	Approved	5/29/2018 - 2:14 PM
Board Secretary	Purse, Jason	Approved	6/5/2018 - 1:25 PM
Board Secretary	Fellows, Teresa	Approved	6/5/2018 - 2:38 PM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

FROM: Elizabeth Parman, Assistant County Attorney

SUBJECT: Ordinance to Amend and Reordain Chapter 20, Taxation, Article IV, Transient Lodging Tax, Section 20-14, Tax Levied

Section 20-14 of the County Code provides for a transient occupancy tax of \$2.00 per room night for the occupancy of any overnight guest room rented by a transient. Revenues collected from this tax, as previously directed by Code of Virginia Section 58.1-3823 C, are designated solely for advertising the Historic Triangle area.

The Code of Virginia Section 58.1-3823 C was recently amended by Senate Bill 942 (“sb942”), included in the 2018 Virginia Acts of Assembly. Sb942 redirects how the County shall apportion revenues collected from the transient occupancy tax. Specifically, one-half of the revenues shall be deposited into the Historic Triangle Marketing Fund, created pursuant to Section 58.1-603.2 E 1 of the Code of Virginia, and one-half of the revenues shall be retained by the County.

The attached Ordinance amends Section 20-14 of the County Code to comply with Code of Virginia Section 58.1-3823 C. Staff recommends approval of the attached Ordinance.

EP/nb
Ch20Sec20-14-mem

Attachment

ORDINANCE NO. _____

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, TAXATION, ARTICLE IV, TRANSIENT LODGING TAX OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING SECTION 20-7.3, TAX LEVIED.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Taxation, Article IV, Transient Lodging Tax is hereby amended and reordained by amending Section 20-14, Tax levied.

Chapter 20. Taxation

Article IV. Transient Lodging Tax

Section 20-14. Tax levied.

- (a) There is hereby levied and imposed, in addition to all other taxes and fees of every kind now imposed by laws, on each transient a tax equivalent to five percent of the total amount paid for lodging by or for any such transient to any hotel. Such tax shall be collected from such transient at the time and in the manner provided by this article.
- (b) In addition to the tax provided for in subsection (a) above, ~~commencing July 1, 2004~~, as provided in section 58.1-3823 C of the Virginia Code, there is hereby levied and imposed an additional transient occupancy tax of \$2.00 per room night for the occupancy of any overnight guest room rented by a transient. Such additional tax shall be collected from such transient at the time and in the manner provided by this article. ~~The revenues collected from such additional tax shall be designated and expended solely for advertising the Historic Triangle area and shall be distributed and expended as provided in section 58.1-3823 C of the Virginia Code.~~ *Of the revenues generated by this tax, one-half of the revenues shall be deposited into the Historic Triangle Marketing Fund, created pursuant to section 58.1-603.2 E 1 of the Virginia Code, and one-half of the revenues shall be retained by the county.*

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

William C. Porter
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, TAXATION, ARTICLE IV, TRANSIENT LODGING TAX OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING SECTION 20-7.3, TAX LEVIED.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Taxation, Article IV, Transient Lodging Tax is hereby amended and reordained by amending Section 20-14, Tax levied.

Chapter 20. Taxation

Article IV. Transient Lodging Tax

Section 20-14. Tax levied.

- (a) There is hereby levied and imposed, in addition to all other taxes and fees of every kind now imposed by laws, on each transient a tax equivalent to five percent of the total amount paid for lodging by or for any such transient to any hotel. Such tax shall be collected from such transient at the time and in the manner provided by this article.
- (b) In addition to the tax provided for in subsection (a) above, as provided in section 58.1-3823 C of the Virginia Code, there is hereby levied and imposed an additional transient occupancy tax of \$2.00 per room night for the occupancy of any overnight guest room rented by a transient. Such additional tax shall be collected from such transient at the time and in the manner provided by this article. Of the revenues generated by this tax, one-half of the revenues shall be deposited into the Historic Triangle Marketing Fund, created pursuant to section 58.1-603.2 E 1 of the Virginia Code, and one-half of the revenues shall be retained by the county.

Ch20Sec20-14-ord-final

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Tori Haynes, Planner
SUBJECT: SUP-0004-2018. 3021 Ironbound Road Tourist Home

ATTACHMENTS:

	Description	Type
☐	Staff Report	Staff Report
☐	Attachment 1. Resolution	Resolution
☐	Attachment 2. Location Map	Backup Material
☐	Attachment 3. Master Plan	Backup Material
☐	Attachment 4. Unapproved Minutes from the June 6, 2018 Planning Commission Meeting	Backup Material
☐	Attachment 5. Neighbor Correspondence	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	6/26/2018 - 10:40 AM
Development Management	Holt, Paul	Approved	6/26/2018 - 10:40 AM
Publication Management	Burcham, Nan	Approved	6/26/2018 - 10:42 AM
Legal Review	Kinsman, Adam	Approved	6/27/2018 - 8:46 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:40 AM
Board Secretary	Purse, Jason	Approved	6/29/2018 - 10:07 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 10:17 AM

SPECIAL USE PERMIT-0004-2018. 3021 Ironbound Road Tourist Home

Staff Report for the July 10, 2018, Board of Supervisors Public Hearing

SUMMARY FACTS

Applicant: Ms. Sharon Dennis
Land Owner: Mr. Mark Collins
Proposal: To allow for the short-term rental of an entire two-bedroom residential home (Tourist Home).
Location: 3021 Ironbound Road
Tax Map/Parcel No.: 4710100067
Project Acreage: +/-0.69 acres
Zoning: R-8, Rural Residential
Comprehensive Plan: Low-Density Residential
Primary Service Area: Inside

PUBLIC HEARING DATES

Planning Commission: June 6, 2018, 6:00 p.m.
Board of Supervisors: July 10, 2018, 5:00 p.m.
Staff Contact: Tori Haynes, Planner

FACTORS FAVORABLE

1. The subject property is located on a major right-of-way and no traffic impacts are expected.

2. The subject property is adjacent to an existing specially permitted tourist home (3001 Ironbound Road; approved by the Board of Supervisors on January 9, 2018).
3. The existing fencing provides screening of the use from adjacent properties to the south. The adjacent property to the north and west is owned by the applicant.
4. The minimum required parking for this use is two spaces (one space per rental unit). The existing driveway provides adequate parking capacity.
5. The applicant has acknowledged that, should this application be granted, she will obtain the proper licensing and inspections through the County and will be subject to the appropriate use-based taxes.
6. With the proposed conditions, staff finds the proposal compatible with surrounding development and consistent with the adopted Comprehensive Plan.

FACTORS UNFAVORABLE

With the attached conditions, staff finds no unfavorable factors.

SUMMARY STAFF RECOMMENDATION

Approval subject to the proposed conditions.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 6-0 to recommend approval of this application to the Board of Supervisors.

SPECIAL USE PERMIT-0004-2018. 3021 Ironbound Road Tourist Home

Staff Report for the July 10, 2018, Board of Supervisors Public Hearing

PROJECT DESCRIPTION

- The proposal is to allow for the short-term rental of the entirety of an existing two-bedroom single-family dwelling as a tourist home. The owner will not be present during the time of rentals and the property is not the owner’s primary residence. The proposal includes no changes to the size or footprint of the dwelling.
- The Zoning Ordinance defines a tourist home as “a dwelling where lodging or lodging and meals are provided for compensation for up to five rooms which are open to transients.” While the Zoning Ordinance allows for the rental of up to five rooms in a tourist home, the proposed conditions limit the number of bedrooms available for rent to the existing two bedrooms. Any future expansion to include additional bedrooms would require a Special Use Permit (SUP) amendment.

PLANNING AND ZONING HISTORY

- There is an existing SUP to operate a daycare on this property. The applicant has stated that she no longer has intentions to pursue the daycare.

SURROUNDING ZONING AND DEVELOPMENT

- The surrounding zoning of all properties is R-8, Rural Residential. The property is located across the street from Coleman Nursery and Farmer’s Market (3000 Ironbound Road) and approximately 100 feet south of the Williamsburg Unitarian Universalist Church (3051 Ironbound Road).
- An adjacent property, 3001 Ironbound Road, has an SUP for a tourist home to rent a three-bedroom single-family dwelling.

- The subject property is partially surrounded by a separate parcel that is owned by the applicant. This parcel is currently unimproved.
- The subject property shares a 4-foot border with one parcel in Chanco’s Grant. The second property owned by the applicant abuts Williamsburg Unitarian Universalist Church and two additional residential properties in Chanco’s Grant.

COMPREHENSIVE PLAN

The property is designated Low-Density Residential on the 2035 Comprehensive Plan Land Use Map, as are all of the surrounding parcels. Appropriate primary uses recommended by the Comprehensive Plan include single-family homes, duplexes and cluster housing. Limited commercial uses may also be considered appropriate, should the proposal meet the following standards:

- **Complements the residential character of the area.** Staff finds that this proposed use would remain consistent with the residential character of the area, as this use does not propose any exterior changes.
- **Have traffic, noise, lighting and other impacts similar to surrounding residential uses.** Traffic is anticipated to be typical of a residential home, the subject property must adhere to the County’s Noise Ordinance, there will be no additional outdoor lighting and the proposed conditions will limit future expansion of the use. Staff finds that impacts will be similar to surrounding residential uses.
- **Generally be located on collector or arterial roads at intersections.** This property is located on, and takes access from, Ironbound Road, which is classified by the Virginia Department of Transportation as a major collector road.

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

SPECIAL USE PERMIT-0004-2018. 3021 Ironbound Road Tourist Home

Staff Report for the July 10, 2018, Board of Supervisors Public Hearing

- **Provide adequate screening and buffering to protect the character of nearby residential areas.** Staff finds that existing vegetation and fencing provide adequate screening from adjacent properties. Additionally, staff notes that this use inherently retains the same visual character as nearby residences.

PUBLIC IMPACTS

- Anticipated impact on public facilities and services: None.
- Nearby and surrounding properties: No impacts anticipated.

PROPOSED SUP CONDITIONS

Proposed conditions are provided as Attachment No. 1.

STAFF RECOMMENDATION

Staff finds the proposal to be compatible with surrounding development and consistent with the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that the Board of Supervisors approve this application, subject to the attached conditions.

TH/nb
SUP04-18-3021IrnbdRd

Attachments:

1. Resolution
2. Location Map
3. Master Plan
4. Unapproved minutes from the June 6, 2018, Planning Commission regular meeting
5. Neighbor correspondence

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

RESOLUTION

CASE NO. SUP-0004-2018. 3021 IRONBOUND ROAD TOURIST HOME

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

WHEREAS, Ms. Sharon Dennis has applied for an SUP to allow for the operation of a tourist home on property consisting of approximately 0.69 acres zoned R-8, Rural Residential, located at 3021 Ironbound Road and further identified as James City County Real Estate Tax Map Parcel No. 4710100067; and

WHEREAS, a public hearing was advertised, adjoining property owners notified and a hearing conducted on Case No. SUP-0004-2018; and

WHEREAS, the Planning Commission, following its public hearing on June 6, 2018, voted 6-0 to recommend approval of this application; and

WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with the recommendations of the Comprehensive Plan adopted in 2015, "*Toward 2035: Leading the Way.*"

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after consideration of the factors in Section 24-9 of the County Code, hereby approves the issuance of SUP-0004-2018 as described herein with the following conditions:

1. **Master Plan:** This SUP shall permit a tourist home on property located at 3021 Ironbound Road and further identified as James City County Real Estate Tax Map Parcel No. 4710100067 (the "Property"). The use and layout of the Property shall be generally as shown on the document entitled "JCC SUP-0004-2018: 3021 Ironbound Rd. Tourist Home Master Plan" and date stamped May 21, 2018 (the "Master Plan"), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended. This condition does not restrict improvements typical of a residential property as determined by the Director of Planning.
2. **Commencement:** An updated Certificate of Occupancy and evidence of a business license shall be provided to the Director of Planning within 12 months from issuance of this SUP or this SUP shall become void.
3. **Number of Rental Rooms Occupants:** There shall be no more than two bedrooms available for rent to visitors and no more than six rental occupants total at any one time.
4. **Signage:** No signage related to the tourist home shall be permitted on the Property.
5. **Parking:** Off-site parking for the tourist home shall be prohibited. No oversized commercial vehicles, such as but not limited to buses, commercial trucks and

trailers associated with rental occupants of the tourist home shall be allowed to park on the Property.

- 6. **Contracts per Rental Period:** There shall not be simultaneous rentals of the Property under separate contracts.
- 7. **Severance Clause:** This SUP is not severable. Invalidation of any word, phrase, clause, sentence or paragraph shall invalidate the remainder.

Ruth M. Larson
 Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
 Deputy Clerk to the Board

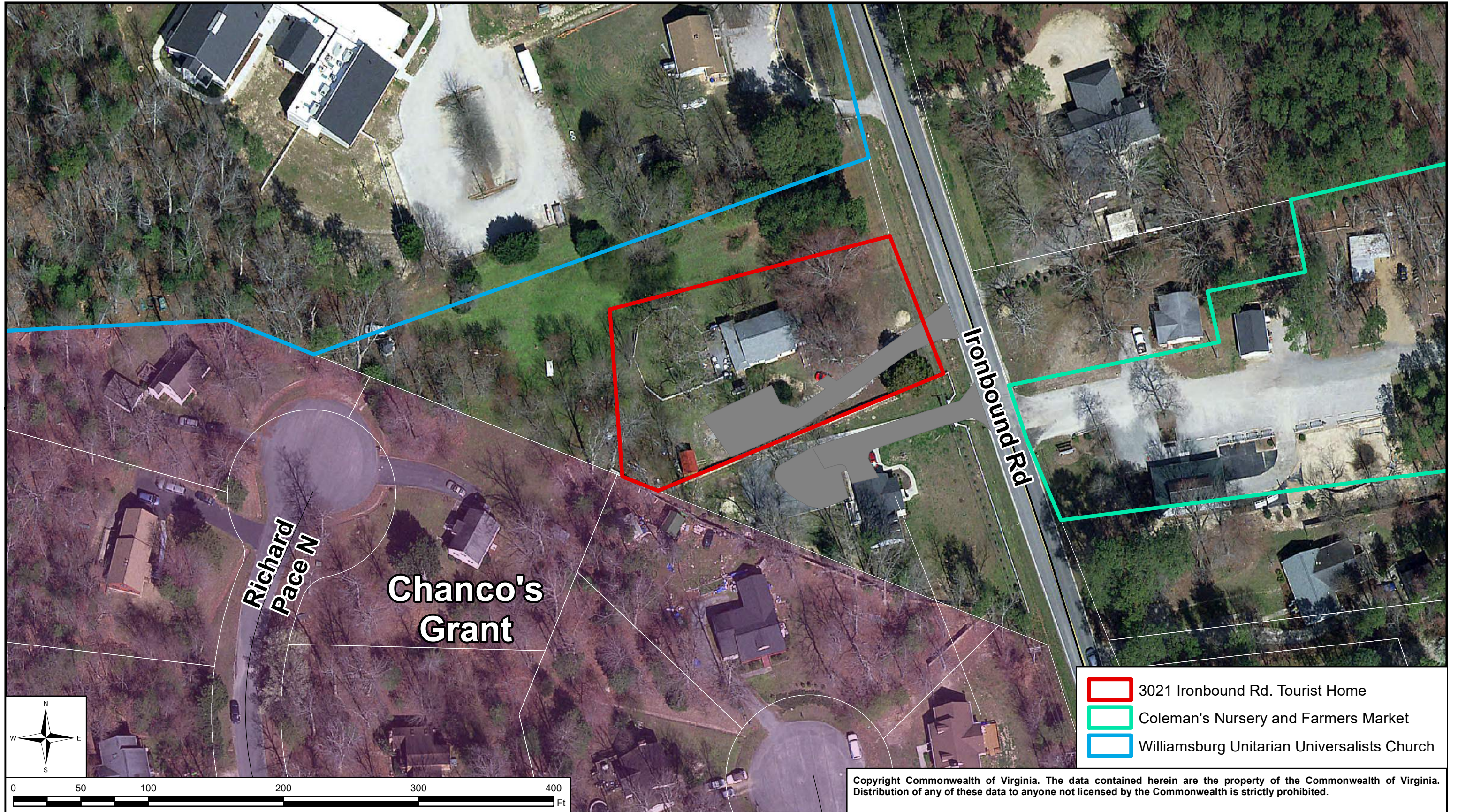
	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
ICENHOUR	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
LARSON	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

SUP04-18-3021IrnbdRd-res

JCC SUP-0004-2018

3021 Ironbound Rd. Tourist Home



SUP-0004-2018, 3021 Ironbound Rd. Tourist Home Master Plan

Property Information

4710100067
 Mark Collins
 3021 Ironbound Road
 Williamsburg, VA 23185
 Zoning: R8, Rural Residential
 Comp. Plan: Low Density Residential
 Acres: ±0.69

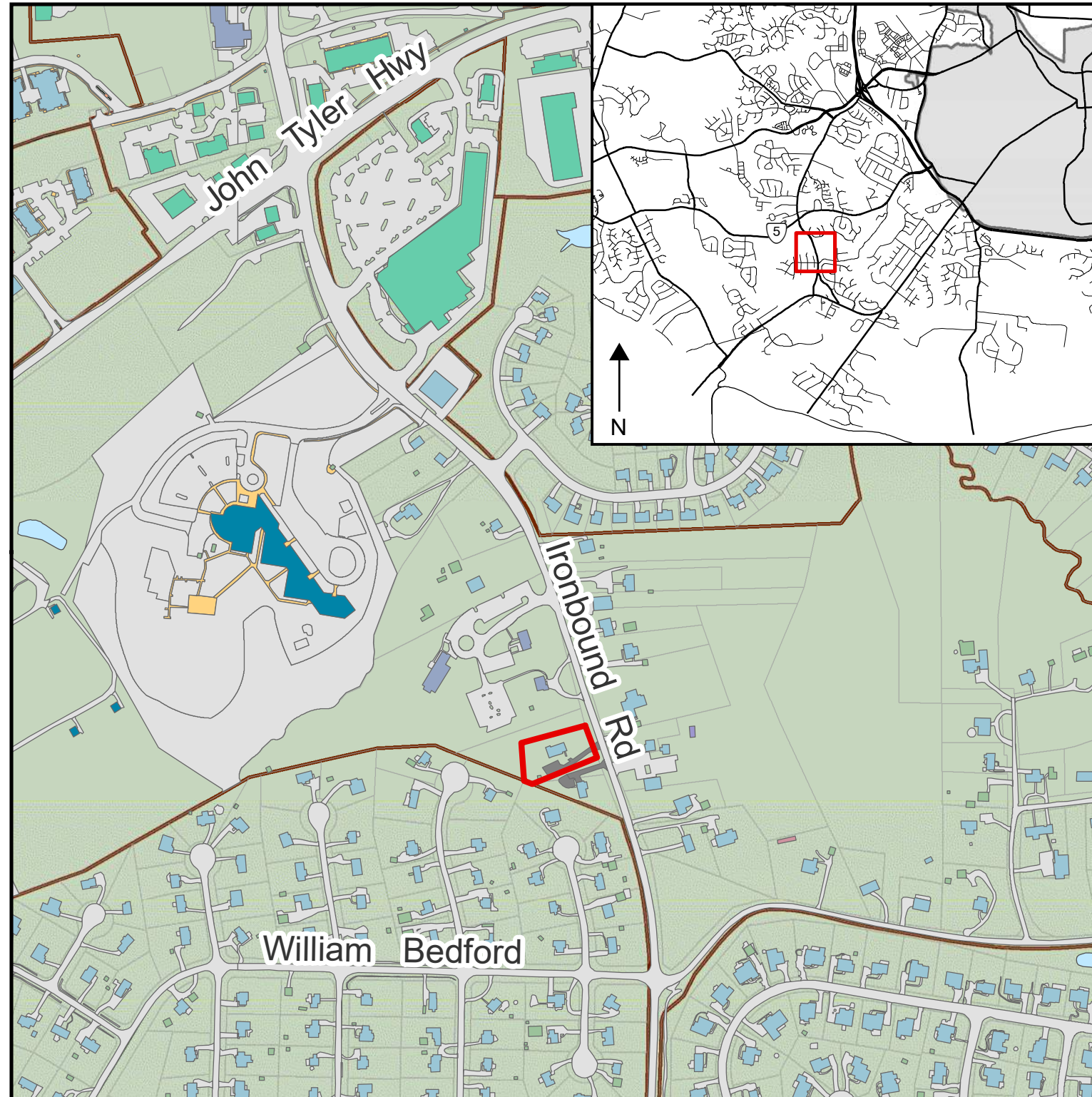
General Notes

1. Site is served by public water and sewer.
2. Property is not located in a FEMA Floodplain zone.
3. Property does not contain Resource Protection Area.
4. Property has an existing gravel driveway.
5. A minimum of two parking spots shall be provided (one parking spot per bedroom).

PLANNING DIVISION

May 21 2018

RECEIVED



Maps Not To Scale

Adjacent Properties

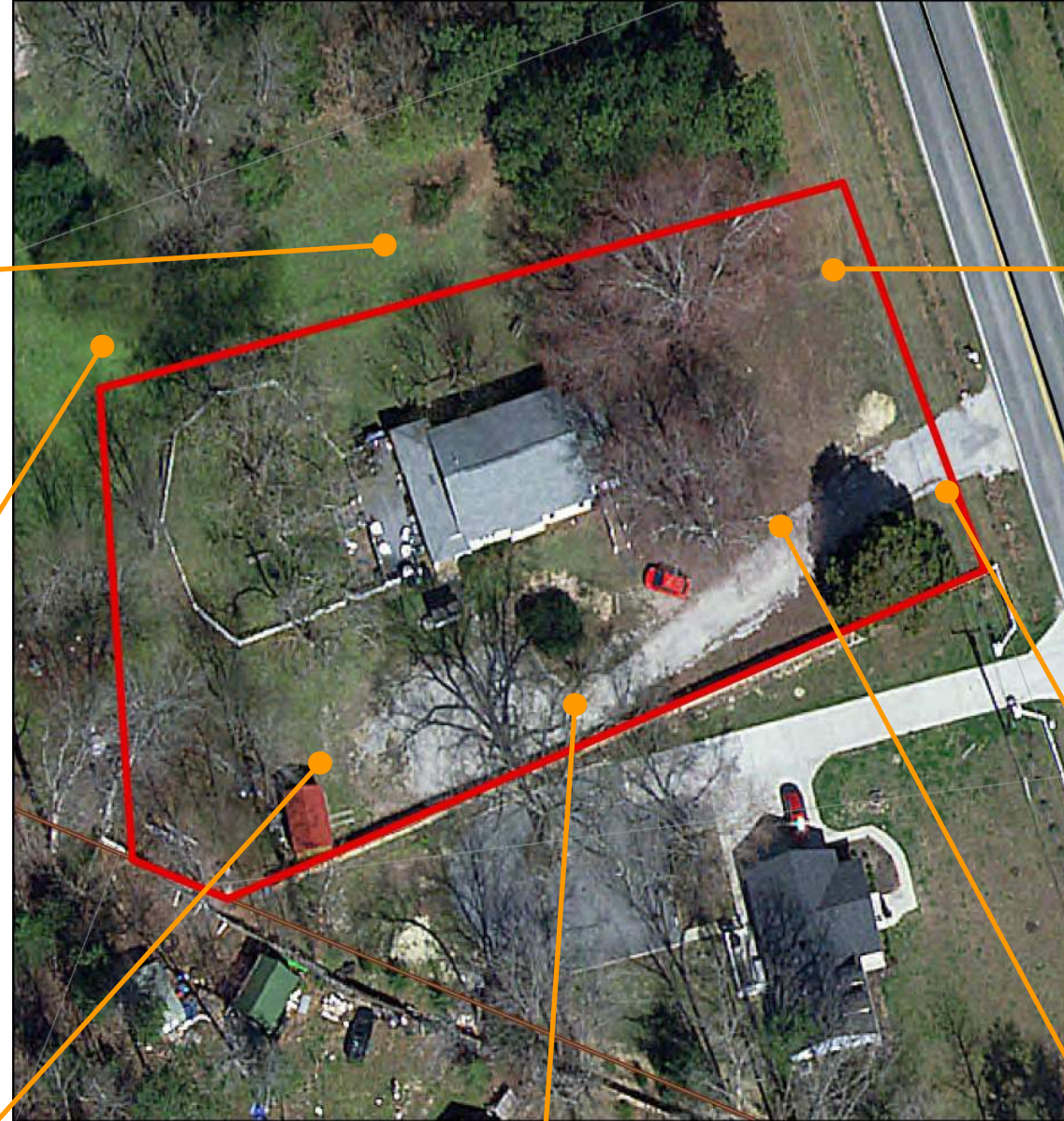
4710100067A Sharon Dennis 3025 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential	4710400036 Phana Tung 2908 Robert Hunt North Williamsburg, VA 23185 R8, Rural Residential
4710100073 Ryan Newsom 3020 Ironbound Williamsburg, VA 23185 R8, Rural Residential	4710100074 Clockwork Angels LLC 3004 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential
4710100068 Armando Holdings LLC 3001 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential	4710100075 Clockwork Angels LLC 3000 Ironbound Road Williamsburg, VA 23185 R8, Rural Residential

Sheet Index

1. Cover Page
2. Site Photos

JCC SUP-0004-2018

3021 Ironbound Rd. Tourist Home



**Unapproved Minutes of the June 6, 2018 Planning Commission Meeting
SUP-0004-2018, 3021 Ironbound Road Tourist Home**

Ms. Tori Haynes, Planner, stated that Ms. Sharon Dennis has applied for a Special Use Permit to allow the operation of a Tourist Home at 3021 Ironbound Road. The Tourist Home SUP will allow for the short-term rental of a 2-bedroom home with no changes to the size or footprint of the home. The property is zoned R-8, Rural Residential, is designated Low Density Residential in the Comprehensive Plan, and is located inside the Primary Service Area, as are all surrounding parcels.

Ms. Haynes stated that staff considered the home's location, parking provisions, and screening all to be favorable factors in the evaluation of this application. The property has an existing driveway and parking area sufficient to accommodate guests, and is screened from adjacent properties through fencing and vegetation. The property is also directly adjacent to an existing Tourist Home of similar size and scope, whose SUP was approved by the Board of Supervisors on January 9, 2018. Ms. Haynes stated that staff is recommending conditions which are intended to mitigate the impacts of the use and preserve the residential character of the home. Such conditions include limitations on the number of rooms rented and total number of rental occupants per stay.

Ms. Haynes noted that there is an existing SUP to operate a daycare on this property. She stated that should the Tourist Home be approved, the existing daycare SUP will become void.

Ms. Haynes stated that staff finds the proposal to be compatible with the 2035 Comprehensive Plan, Zoning Ordinance, and surrounding development, and recommends that the Planning Commission recommend approval of this application, subject to the proposed conditions.

Mr. Richardson opened the Public Hearing.

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

Mr. Krapf made a motion to recommend approval of the application subject to the proposed conditions.

On a roll call vote, the motion passed (6-0).



WILLIAMSBURG UNITARIAN UNIVERSALISTS

3051 IRONBOUND ROAD, WILLIAMSBURG, VA 23185
(757) 220-6830, WWW.WUU.ORG, OFFICE@WUU.ORG

June 5, 2018

JCC Board of Supervisors

REGARDING: SUP-0004-2018, 3012 Ironbound Road

I am Les Solomon, WUU Board President, speaking on behalf of our congregation in support of the Special Use Permit request for 3012 Ironbound Rd. Our congregation borders this property along the North side.

Our Board supports this request believing that it is an excellent use for this property and we will be welcoming neighbors. The yellow cottage will be an asset to the Williamsburg area's Air B&B inventory.

While I have your attention, during our own Special Use Permit process a few years ago, you requested that we include a Community Character Corridor (CCC) along our Ironbound Road property and we completed the project. Clearly, it is an asset to the Ironbound surrounding neighborhoods; though we affectionately refer to it as the bicycle path to nowhere!

We would love for our investment to be of further value to the community by finding a way to extend the CCC bicycle/pedestrian to the Clara Baker School complex and, even better, to the intersection at John Tyler and Ironbound. This is an extremely dangerous area for pedestrians and the extension of the bicycle/pedestrian path would add to the beauty and safety of this busy street.

Sincerely,

A handwritten signature in black ink that reads "Les Solomon".

Les Solomon
WUU Board President
wuuprez@gmail.com

cc: Sharron Dennis

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Roberta Sulouff, Senior Planner
SUBJECT: AFD-04-86-1-2017. Pates Neck Renewal

ATTACHMENTS:

	Description	Type
☐	Staff Report	Staff Report
☐	Attachment 1. Ordinance	Ordinance
☐	Attachment 2. Location Map	Backup Material
☐	Attachment 3. Adopted Minutes from the April 26, 2018, meeting of the AFD Advisory Committee	Backup Material
☐	Attachment 4. Unapproved minutes from the June 6, 2018, meeting of the Planning Commission	Backup Material
☐	Attachment 5. Board of Supervisors staff report for the 2012 renewal of the Pates Neck AFD	Backup Material
☐	Attachment 6. Adopted conditions for the Pates Neck AFD	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	6/26/2018 - 10:11 AM
Development Management	Holt, Paul	Approved	6/26/2018 - 10:11 AM
Publication Management	Burcham, Nan	Approved	6/26/2018 - 10:15 AM
Legal Review	Kinsman, Adam	Approved	6/26/2018 - 10:16 AM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:19 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:39 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:37 AM

AGRICULTURAL AND FORESTAL DISTRICT-04-86-1-2017. Pates Neck Renewal

Staff Report for the July 10, 2018, Board of Supervisors Public Hearing

SUMMARY FACTS

<u>LAND OWNERS</u>	<u>PARCEL ID</u>	<u>ACRES</u>
Pates Neck Timber Company Partners	2040100001	408.859
Ms. Miriam Daniels (Trustee)	2040100002	215.438
Ms. Laura Hineman (Trustee)	2130100005B	56.000
Mr. John Ballentine	2130100005C	75.000
TOTAL ACRES		755.300

Zoning: A-1, General Agricultural

Comprehensive Plan: Rural Lands

Primary Service Area (PSA): Outside

Staff Contact: Roberta Sulouff, Senior Planner

PUBLIC HEARING DATES

Planning Commission: June 6, 2018, 6:00 p.m.
Board of Supervisors: July 10, 2018, 5:00 p.m.

STAFF RECOMMENDATION

Approval, subject to the proposed conditions.

AGRICULTURAL AND FORESTAL DISTRICT (AFD) ADVISORY COMMITTEE RECOMMENDATION

At its April 26, 2018, meeting, the AFD Advisory Committee voted 9-0 to recommend the continuation of the District to the Planning Commission and Board of Supervisors.

AFD RENEWAL PROCESS

As required by State Code, the County must review all established AFDs prior to their expiration. During this review, districts must be continued, modified or terminated. This report will review AFD-04-86, Pates Neck, which is scheduled to expire August 31, 2018.

DISTRICT HISTORY

- The Pates Neck AFD was created in 1986 for a term of six years and originally consisted of one parcel totaling ±624 acres.
- The District was renewed in 1992 for a period of eight years and again in 2000 and 2006 (both times for a period of six years) with no additions or withdrawals.
- In 2012 the District was renewed again for a period of six years. At this time the Board of Supervisors approved two additions to the District (Parcel ID Nos. 2130100005B and 2130100005C), bringing the District’s total acreage to its current ±755 acres.
- Total acreage includes all the land in the above properties with the exception of all land within 25 feet of right-of-ways. This area has been excluded to allow for possible road and/or drainage improvements.

DISTRICT DESCRIPTION

The District continues to meet minimum size requirements. The majority of the District is heavily forested, though it also includes marshlands and land actively in agricultural use. All the land in this District is zoned A-1, General Agricultural, located outside of the Primary Service Area, and designated Rural Lands by the adopted Comprehensive Plan.

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

AGRICULTURAL AND FORESTAL DISTRICT-04-86-1-2017. Pates Neck Renewal

Staff Report for the July 10, 2018, Board of Supervisors Public Hearing

ADDITION/WITHDRAWAL REQUESTS

None.

CHANGES TO CONDITIONS

None.

SURROUNDING ZONING AND DEVELOPMENT

The surrounding area consists of marshes, forestland and the Little Creek Reservoir. The surrounding area is zoned A-1, General Agricultural. Wrights Island AFD-1-94 is directly to the west of the Pates Neck AFD.

COMPREHENSIVE PLAN

The Comprehensive Plan designates these parcels as Rural Lands. Land Use Action 6.1.1 of the adopted Comprehensive Plan states the County shall “support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the *Code of Virginia*.”

RENEWAL PERIOD

The District has most recently been renewed at periods of six years. Staff is recommending that the District be renewed for a period of approximately four years to align it with the renewal periods of the other AFDs, therefore making the renewal period easier to administer.

STAFF RECOMMENDATION

Staff finds the Pates Neck AFD compatible with surrounding development and consistent with the recommendations of the adopted Comprehensive Plan and Zoning Ordinance. Staff recommends that

the Board of Supervisors approve the renewal of this AFD for a period of four years, two months and 17 days (to October 31, 2022), subject to the conditions found in the attached Ordinance.

RS/md

AFD4-86-1-2017PatesNkRenew

Attachments:

1. Ordinance
2. Location Map
3. Adopted minutes from the April 26, 2018, meeting of the AFD Advisory Committee
4. Unapproved minutes from the June 6, 2018, meeting of the Planning Commission
5. Board of Supervisors staff report for the 2012 renewal of the Pates Neck AFD
6. Adopted conditions for the Pates Neck AFD

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

RESOLUTION

PATES NECK AGRICULTURAL AND FORESTAL DISTRICT

2018 RENEWAL

(AFD-4-86)

- WHEREAS, James City County has completed a review of the Pates Neck Agricultural and Forestal District (AFD); and
- WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, property owners have been notified and public hearings have been held on the continuation of the Pates Neck AFD; and
- WHEREAS, the Agricultural and Forestal District Advisory Committee, at its meeting on April 26, 2018, recommended the continuation of the District; and
- WHEREAS, the Planning Commission, following its public hearing on June 6, 2018, unanimously recommend the continuation of the District subject to the conditions below.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of James City County, Virginia, that:

1. The Pates Neck Agricultural and Forestal District (the “AFD”) is hereby continued for a period of four years, two months, and 17 days to October 31, 2022, beginning this 10th day of July, 2018, in accordance with the provisions of the Virginia Agricultural and Forestal District Act, Virginia Code Section 15.2-4300 et seq.
2. The AFD shall include the following parcels:

<u>Owner</u>	<u>Parcel No.</u>	<u>Acres</u>
Pates Neck Timber Company	2040100001	408.859
Ms. Miriam Daniels (Trustee)	2040100002	215.438
Ms. Laura Hineman (Trustee)	2130100005b	56.000
Ms. John Ballentine	2130100005c	<u>75.000</u>
Total:		755.300

3. Pursuant to Virginia Code, Sections 15.2-4312 and 15.2-4313, as amended, the Board of Supervisors requires that no parcel in the AFD be developed to a more intensive use without prior approval of the Board of Supervisors. Specifically, the following restrictions shall apply:
 - a. The subdivision of land is limited to 25 acres or more, except where the Board of Supervisors authorizes smaller lots to be created for residential use by members of the owner’s immediate family. Parcels of up to five acres, including necessary access roads, may be subdivided for the siting of

communications towers and related equipment provided: a) the subdivision does not result in the total acreage of the AFD to drop below 200 acres; and b) the subdivision does not result in a remnant parcel of less than 25 acres.

- b. No land outside the Primary Service Area and within the AFD may be rezoned and no application for such rezoning shall be filed earlier than six months prior to the expiration of the AFD. Land may be withdrawn from the AFD in accordance with the Board of Supervisors' Policy Governing the Withdrawals of Property from AFDs, adopted September 28, 2010, as amended.
- c. No Special Use Permit (SUP) shall be issued except for agricultural, forestal, or other activities, and uses consistent with Virginia Code Section 15.2-4301 et seq., which are not in conflict with the policies of the AFD. The Board of Supervisors, at its discretion, may issue SUPs for wireless communications facilities on AFD properties, which are in accordance with the County's policies and Ordinances regulating such facilities.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

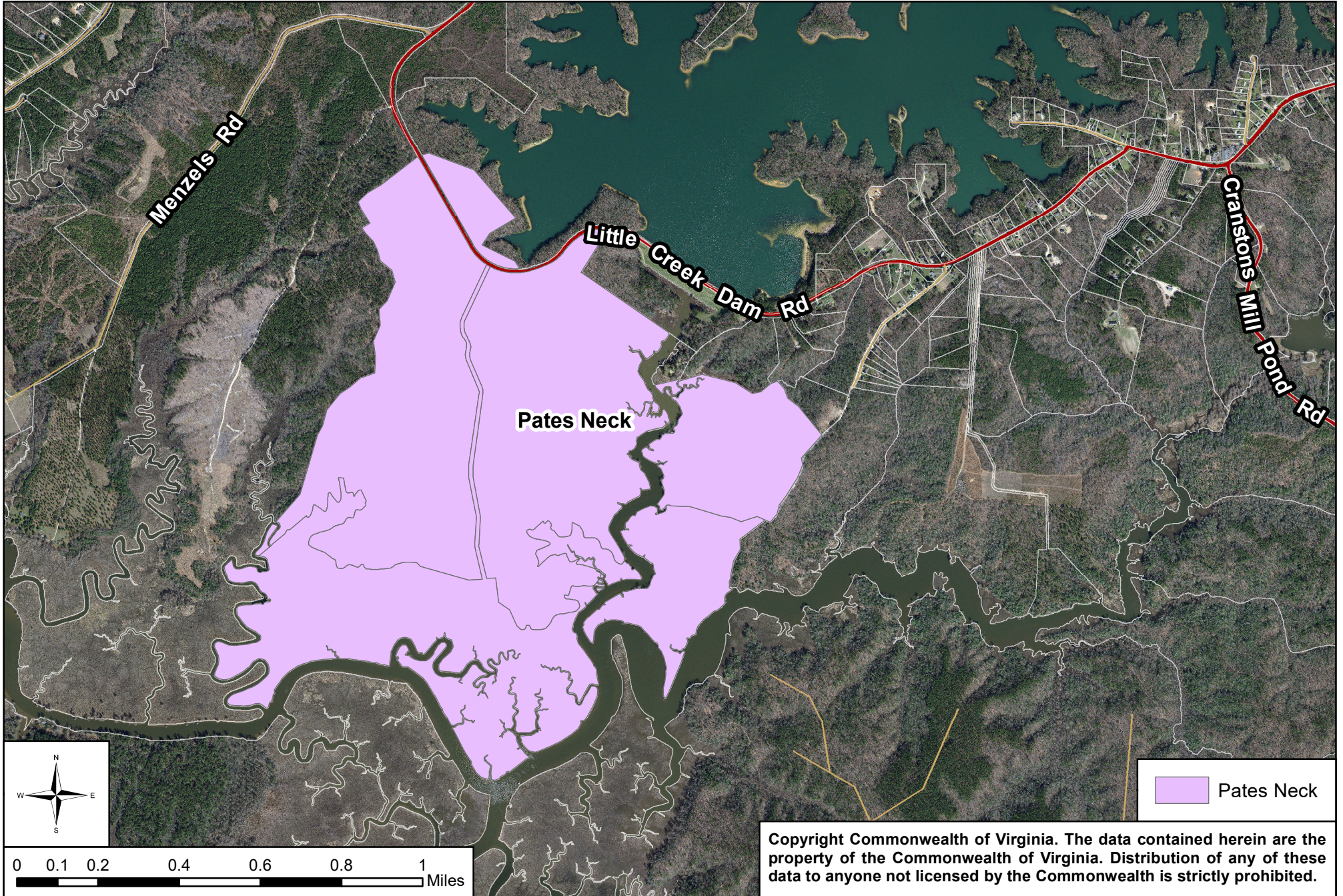
Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

JCC AFD-04-86-1-2017

Pates Neck 2018 Renewal



MINUTES OF THE AGRICULTURAL AND FORESTAL ADVISORY COMMITTEE OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE TWENTY-SIXTH DAY OF APRIL, TWO THOUSAND AND EIGHTEEN, AT 4:00 P.M. AT THE BUILDING A CONFERENCE ROOM, 101 MOUNTS BAY ROAD, WILLIAMSBURG, VIRGINIA.

A. CALL TO ORDER

Mr. William C. Taylor called the meeting to order at 4:00 p.m.

Mr. Taylor introduced Mr. John Grantz and Mr. Sandy Wanner as the Committee's newest members.

B. ROLL CALL:

Members Present

Mr. Thomas Hitchens
Mr. Richard Bradshaw
Mr. William C. Taylor, chair
Mr. L. Bruce Abbott
Ms. Loretta Garrett
Mr. William R. Harcum
Mr. Sandy Wanner
Mr. John Grantz
Ms. Sue Sadler

Also Present

Ms. Savannah Pietrowski, Senior Planner
Ms. Roberta Sulouff, Senior Planner

Absent

Mr. Payten Harcum

C. APPROVAL OF MINUTES:

1. Approval of the January 25, 2018 Meeting Minutes

On a voice vote, the minutes of the January 25, 2018 meeting were unanimously approved.

D. NEW BUSINESS:

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

Ms. Roberta Sulouff, Senior Planner, stated that staff was seeking the recommendation of the AFD Advisory Committee regarding the renewal of the Pates Neck AFD. Ms. Sulouff stated that the district was created in 1986 and consists of four properties totaling approximately 755 acres, all of which is zoned A-1, General Agricultural and designated Rural Lands by the adopted Comprehensive Plan. Ms. Sulouff stated that staff had not received any requests to withdraw or add land since the initiation of the renewal process.

Ms. Sulouff stated that the district had most recently been renewed for period of six years, which made its renewal schedule out of sync with the renewals of most other districts. Ms. Sulouff recommended that Committee recommend renewal of the district for a period of four years, two months, and seventeen days to October 31, 2022 to the Planning Commission, subject to the conditions adopted during the district's last renewal in 2012. Ms. Sulouff asked if the Committee had any questions.

Ms. Garrett asked the date of the current renewal deadline.

Ms. Sulouff answered that the district must be renewed by August 31, 2018, but that the other districts due for renewal this year have deadlines of October 31, 2018.

Mr. Richard Bradshaw stated that the other districts are currently renewed at four year periods, and thus at the next renewal period this district would be aligned with the others.

Mr. Taylor asked if needing to synchronize the districts was a common issue as parcels are added between renewal periods.

Mr. Bradshaw responded that the renewal periods are fixed time periods, regardless of when parcels may be added.

Ms. Sulouff stated that the Pates Neck AFD had been renewed at period of six and eight years at different points in the past.

Mr. Bradshaw stated that the renewal period lengths for the Pates Neck District had been requested by the land owners of the district. Mr. Bradshaw stated that the state code allows for period lengths anywhere between four and ten years, and that four years was the most common renewal period length. Mr. Bradshaw asked if the land in the Pates Neck district was still under one land owner.

Ms. Sulouff stated that the land was owned by four separate entities.

Mr. Bradshaw stated that he thought that the majority of this land was already under conservation easement.

Ms. Garrett asked if land owners must be notified that the renewal period length was changing.

Ms. Sulouff responded that best practice was to notify land owners if the renewal period length was increasing, as that potentially makes withdrawing land more difficult for AFD land owners.

Mr. Bradshaw stated that all land owners are notified of the opportunity to withdraw or continue participating in the AFD at the beginning of the renewal process. He further stated that land owners are welcome to propose lengthier renewal periods in the future.

Ms. Sulouff stated that staff had also notified all adjacent property owners of their opportunity to add land to the district, but had not received any responses.

Mr. Hitchens asked if the minimum acreage requirement for forested land was 25 acres.

Mr. Bradshaw responded that the minimum acreage for forested land is 20 acres.

Mr. Hitchens asked if a copy of the rules for AFDs was sent to property owners, adjacent property owners, and new committee members.

Ms. Sulouff responded that the AFD Frequently Asked Questions sheet was sent to the new committee members as well as current property owners and adjacent property owners.

Mr. Taylor asked if the Committee had any other questions. He called for a motion on the item.

Mr. Bradshaw motioned to recommend renewal of the Pates Neck AFD for a period of four years, two months, and seventeen days to October 31, 2022.

Mr. Bruce Abbott seconded the motion.

On a voice vote, the motion was approved unanimously.

E. OTHER DISCUSSION ITEMS

1. Potential Additions

The Committee discussed various tracts of land in the County which may be eligible for inclusion in the AFD program.

Ms. Sulouff stated that any tract of land adjacent to land currently included in an AFD will be notified. Ms. Sulouff stated that many of those notifications had already been issued and that the notifications for the remaining districts would be sent in the near future.

Mr. Abbott and Mr. Hitchens affirmed that they had already received property owner notifications.

Mr. Taylor stated that the only potentially eligible land owners who would not receive notification of their opportunity to join would be those who own property not adjoining, but within a mile of an existing AFD.

Ms. Sulouff affirmed that those owners are not included in the notification process.

Mr. William Harcum stated that those properties could be located using the County's

online parcel viewer.

F. ADJOURNMENT

On a voice vote, the meeting was adjourned at 4:28 p.m.

**Unapproved Minutes of the June 6, 2018
Planning Commission Meeting**

AFD-04-86-1-2017. Pates Neck Renewal

Ms. Roberta Sulouff, Senior Planner, stated that staff is seeking the recommendation of the Planning Commission regarding the renewal of the Pate's Neck Agricultural and Forestal District. Ms. Sulouff stated that as required by State Code, the County must review all established AFDs prior to their expiration. Ms. Sulouff stated that during this review, districts must be continued, modified, or terminated. Ms. Sulouff stated that the Pate's Neck AFD is scheduled to expire August 14, 2018.

Ms. Sulouff stated that the Pates Neck AFD was originally created in 1986, and currently consists of 4 properties totaling approximately 755 acres, all of which is zoned A-1, General Agricultural and designated Rural Lands by the adopted Comprehensive Plan. Ms. Sulouff stated that there have been no requests to add or withdraw land since initiating the renewal process at the end of 2017.

Ms. Sulouff stated that while the district has been renewed most recently for six year intervals, staff is recommending a four year renewal period to bring this district in step with the renewal periods of most other districts.

Ms. Sulouff stated that staff finds the Pates Neck AFD compatible with the requirements of state code and surrounding development, as well as consistent with the adopted Comprehensive Plan and Zoning Ordinance. Ms. Sulouff stated that staff recommends that the Planning Commission recommend renewal of this AFD for a period of four years, two months and seventeen days to October 31, 2022 to the Board of Supervisors, subject to the attached conditions which were approved at the district's last renewal.

Mr. Richardson opened the Public Hearing.

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

Mr. Tim O'Connor made a motion to recommend approval of the AFD renewal.

On a roll call vote the Commission voted to recommend approval of AFD-04-86-1-2017. Pates Neck Renewal (6-0).

**Agricultural and Forestal District-04-86-2-2012/04-86-3-2012. Pates Neck AFD
Staff Report for the August 14, 2012, Board of Supervisors Public Hearing**

This staff report is prepared by the James City County Planning Division to provide information to the AFD Advisory Committee, Planning Commission, and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PUBLIC MEETINGS

AFD Advisory Committee
Planning Commission
Board of Supervisors

Building F Board Room; County Government Complex

May 7 and June 25, 2012, 4:00 p.m.
June 6 and July 11, 2012, 7:00 p.m.
August 14, 2012, 7:00 p.m.

SUMMARY FACTS

<u>Owner</u>	<u>Parcel No.</u>	<u>Acres</u>
Pates Neck Timber Company	2040100001	408.859
Pates Neck Timber Company	2040100002	215.438
Ms. Laura Hineman	2130100005b	56.000 (new addition)
Mr. John Ballentine	2130100005c	<u>75.000</u> (new addition)
	Total:	<u>755.300</u>

Zoning: A-1, General Agriculture

Comprehensive Plan: Rural Lands/Conservation Area

Primary Service Area: Outside

STAFF RECOMMENDATION

Staff recommends that the Board continue the district with the addition of two new parcels for six years with the conditions listed in the attached resolution.

At its May 7, 2012, meeting, the Agricultural and Forestal District (AFD) Advisory Committee recommended the continuation of the district. At its June 25, 2012, meeting, the Committee recommended the inclusion of two new parcels into the district.

At its June 6, 2012, meeting, the Planning Commission unanimously recommended the continuation of the district. At its July 11, 2012, meeting, the Planning Commission unanimously recommended the inclusion of two new parcels into the district.

Staff Contact: Luke Vinciguerra Phone: 253-6783

PROJECT DESCRIPTION

The Pates Neck AFD currently consists of 624 acres and is generally located south of Little Creek Dam Road and east of Menzels Road. There are two properties in the AFD, both owned by the Pates Neck Timber Company. These properties have been in the AFD since 1986 without withdrawals or additions. During the renewal process, two additional property owners have applied for inclusion in the district (as shown in Attachment No. 2). The current proposal would add 131 acres of significantly wooded land on two adjacent parcels. Inclusion of the two properties would bring the total AFD size to 755 acres.

As required by State Code, the County must review all established AFDs prior to their expiration. During this review, districts must be continued, modified, or terminated. The Pates Neck AFD is scheduled to expire in September 2012. The applicant has requested a term of six years.

The district includes all the land on the above-mentioned properties with the exception of all land within 25 feet of the road rights-of-way. This area has been excluded to allow for possible road and/or drainage improvements.

Surrounding Land Uses and Development

This section of the County is largely undeveloped and heavily wooded. Surrounding properties to the west are part of the Wright's Island AFD.

COMPREHENSIVE PLAN

The Comprehensive Plan designates these parcels as Rural Lands and Conservation Areas. Land Use Action 6.1.1 of the 2009 Comprehensive Plan states that the County shall "support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the *Code of Virginia*."

Analysis

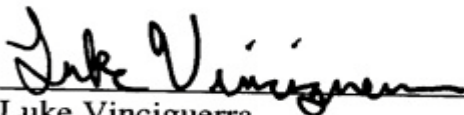
The AFD continues to meet the minimum size requirements. Since the last renewal, the Board of Supervisors has updated its AFD withdrawal policy (Attachment No. 3) which is reflected in the proposed conditions listed in the attached resolution.

RECOMMENDATION

Staff recommends that the Board continue the district with the addition of two new parcels for six years with the conditions listed in the attached resolution.

At its May 7, 2012, meeting, the AFD Advisory Committee recommended the continuation of the district. At its June 25, 2012, meeting the Committee recommended the inclusion of two new parcels into the district.

At its June 6, 2012, meeting, the Planning Commission unanimously recommended the continuation of the district. At its July 11, 2012, meeting, the Planning Commission unanimously recommended the inclusion of two new parcels into the district.



Luke Vinciguerra

CONCUR:

Allen J. Murphy, Jr.

LV/nb
AFD04-86-12_PatesNk.doc

Attachments:

1. Resolution
2. Location Map
3. AFD Withdrawal Policy
4. Planning Commission Minutes, June 6, 2012
5. Unapproved Planning Commission Minutes, July 11, 2012

AUG 14 2012

Board of Supervisors
James City County, VA

ORDINANCE NO. 166A-4

CASE NO. AFD-04-86-12/04-86-3-2012. PATES NECK

AGRICULTURAL AND FORESTAL DISTRICT (AFD)

WHEREAS, James City County has completed a review of the Pates Neck Agricultural and Forestal District (AFD); and

WHEREAS, in accordance with Section 15.2-4311 of the Code of Virginia, property owners have been notified and public hearings have been held on the continuation of the Pates Neck AFD; and

WHEREAS, Ms. Hineman and Mr. Ballentine have applied for the inclusion of the properties located at 212 and 300 Turners Neck Road in the Pates Neck AFD; and

WHEREAS, the AFD Advisory Committee, at its meeting on May 7, 2012, recommended the continuation of the district and at its June 25, 2012, meeting recommend the inclusion of the properties located at 212 and 300 Turners Neck Road in the AFD; and

WHEREAS, the Planning Commission, following its public hearing on June 6, 2012, unanimously recommends the continuation of the District and at its July 11, 2012, meeting unanimously recommended the properties located at 212 and 300 Turners Neck Road be included in the Pates Neck AFD.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of James City County, Virginia, that:

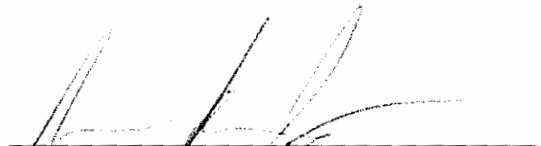
1. The Pates Neck AFD is hereby continued for a period of six years beginning this 14th day of August, 2012, in accordance with the provisions of the Virginia AFD Act, Virginia Code Section 15.2-4300 et seq.

2. The District shall include the following parcels:

<u>Owner</u>	<u>Parcel No.</u>	<u>Acres</u>
Pates Neck Timber Company	2040100001	408.859
Pates Neck Timber Company	2040100002	215.438
Ms. Laura Hineman	2130100005b	56.000
Mr. John Ballentine	2130100005c	<u>75.000</u>
	Total:	<u>755.300</u>

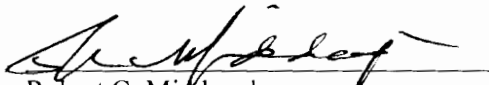
3. Pursuant to the Virginia Code, Section 15.2-4312 and 15.2-4313, as amended, the Board of Supervisors requires that no parcel in the Pate's Neck AFD be developed to a more intensive use without prior approval of the Board of Supervisors. Specifically, the following restrictions shall apply:

- a. The subdivision of land is limited to 25 acres or more, except where the Board of Supervisors authorizes smaller lots to be created for residential use by members of the owner's immediate family. Parcels of up to five acres, including necessary access roads, may be subdivided for the siting of communications towers and related equipment provided: a) the subdivision does not result in the total acreage of the District to drop below 200 acres; and b) the subdivision does not result in a remnant parcel of less than 25 acres.
- b. No land outside the Primary Service Area (PSA) and within the AFD may be rezoned and no application for such rezoning shall be filed earlier than six months prior to the expiration of the District. *Land within the AFD may be withdrawn from the District in accordance with the Board of Supervisors' Policy Governing the Withdrawals of Property from AFDs, adopted September 28, 2010, as amended.*
- c. No special use permit (SUP) shall be issued except for agricultural, forestal, or other activities, and uses consistent with the State Code Section 15.2-4301 et seq., which are not in conflict with the policies of this District. The Board of Supervisors, at its discretion, may issue SUPs for wireless communications facilities on AFD properties, which are in accordance with the County's policies and ordinances regulating such facilities.



 Mary K. Jones
 Chairman, Board of Supervisors

ATTEST:



 Robert C. Middaugh
 Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	<u>X</u>	___	___
JONES	<u>X</u>	___	___
KENNEDY	<u>X</u>	___	___
ICENHOUR	<u>X</u>	___	___
KALE	<u>X</u>	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of August, 2012.

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Rebecca Vinroot, Director of Social Services
SUBJECT: Medicaid Expansion Additional Allocation - \$112,400

ATTACHMENTS:

	Description	Type
▣	Medicaid Expansion Additional Allocation - \$112,400	Cover Memo
▣	Medicaid Expansion Additional Allocation - \$112,400	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	6/19/2018 - 8:21 AM
Community Services	Vinroot, Rebecca	Approved	6/19/2018 - 8:21 AM
Publication Management	Daniel, Martha	Approved	6/19/2018 - 8:40 AM
Legal Review	Kinsman, Adam	Approved	6/21/2018 - 2:55 PM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:20 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:39 AM

MEMORANDUM

DATE: July 10, 2018
TO: The Board of Supervisors
FROM: Rebecca Vinroot, Director of Social Services
SUBJECT: Medicaid Expansion Additional Allocation - \$112,400

On May 30, 2018, the Virginia General Assembly passed a FY 2019-2020 biennium budget that includes Medicaid expansion. In James City County, the anticipated increase in new Medicaid recipients is approximately 1,700 residents based on the eligibility criteria of adults ages 19-64 whose income is up to 138% of the Federal Poverty Level. For a single adult that equates to earnings up to \$16,753. For a parent in a family of four, that equates to earnings up to \$34,638.

Additional administrative funding to assist with the increased volume of Medicaid applications is provided in the biennium budget to pay for local Departments of Social Services staff and operations. James City County's FY 2019 share of this allocation is \$112,400. For FY 2019, this additional funding from the state will not require a local match. For FY 2020, funding will require a 15.5% local match.

These funds are to be used for any activity related to Medicaid expansion such as hiring staff. Due to the anticipated increased volume in new client applications and ongoing monitoring requirements, the Department of Social Services is requesting the creation of two new positions - Benefit Programs Specialist I/II and Benefit Programs Assistant.

Staff respectfully requests that the Board accept the additional allocation in the amount of \$112,400 and approve the creation of two new positions for FY 2019.

RV/md
MedicaidExpAlloc-mem

Attachment:

1. Resolution

RESOLUTION

ADDITIONAL ALLOCATION - MEDICAID EXPANSION

WHEREAS, the Virginia General Assembly passed a FY 2019-2020 biennium budget that includes Medicaid expansion and additional administrative funding for local Departments of Social Services to assist with the increased volume of Medicaid applications; and

WHEREAS, the James City County Department of Social Services (the “Department”) is allocated \$112,400 for FY 2019 to pay for staff and operations related to Medicaid expansion with no local match funds required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of the additional allocation, the creation of two new positions and the following appropriation amendment to the Virginia Public Assistance Fund:

Revenue:

From The Commonwealth \$112,400

Expenditure:

Administration - Staff and Operations \$112,400

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

William J. Porter
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

MedicaidExpAlloc-res

ITEM SUMMARY

DATE: 7/10/2018
TO: Board of Supervisors
FROM: Rebecca Vinroot, Director of Social Services
SUBJECT: James City County Child Health Initiative Grant Award - \$250,000

ATTACHMENTS:

	Description	Type
☐	James City County Child Health Initiative Grant Award - \$250,000	Cover Memo
☐	James City County Child Health Initiative Grant Award - \$250,000	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	6/19/2018 - 8:24 AM
Community Services	Vinroot, Rebecca	Approved	6/19/2018 - 8:24 AM
Publication Management	Daniel, Martha	Approved	6/19/2018 - 8:41 AM
Legal Review	Kinsman, Adam	Approved	6/21/2018 - 2:55 PM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:19 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:39 AM

MEMORANDUM

DATE: July 10, 2018
TO: The Board of Supervisors
FROM: Rebecca Vinroot, Director of Social Services
SUBJECT: James City County Child Health Initiative Grant Award - \$250,000

In FY 2018, James City County, through the Department of Social Services, was invited by the Williamsburg Health Foundation to participate in a process to plan for the implementation of a new program, the James City County Child Health Initiative. The program is a collaborative effort between the Williamsburg Health Foundation, Child Development Resources, Williamsburg-James City County Public Schools, Williamsburg Department of Human Services, James City Department of Social Services and Olde Towne Medical and Dental Center.

The purpose of the initiative is to improve health outcomes for children by eliminating barriers and promoting positive social determinants of health. The Williamsburg Health Foundation extended the invitation to apply for a Foundation-Directed Grant to implement the program in FY 2019 and subsequently awarded \$250,000 for the execution of the program beginning in July 2018 through June 30, 2019.

Included in the grant is full funding for the creation of three new positions under the Department of Social Services - Care Team Coordinator, Social Work Case Manager and Nurse Case Manager.

Staff respectfully requests that the Board accept the grant award in the amount of \$250,000 and approve the creation of three new positions for FY 2019.

RV/md
JCCChildHealthInitGA-mem

Attachment:

1. Resolution

RESOLUTION

GRANT AWARD - CHILD HEALTH INITIATIVE

WHEREAS, the Williamsburg Health Foundation seeks to implement a new program, the James City County Child Health Initiative, the goal of which is to improve health outcomes for children by eliminating barriers and promoting positive social determinants of health; and

WHEREAS, the program is a collaborative effort between the Williamsburg Health Foundation, Child Development Resources, Williamsburg-James City County Public Schools, Williamsburg Department of Human Services, James City County Department of Social Services and Olde Towne Medical and Dental Center; and

WHEREAS, the Williamsburg Health Foundation has awarded \$250,000 (the "Grant") to James City County to fully implement the James City County Child Health initiative, to include the creation of three new positions under the supervision of the Department of Social Services; and

WHEREAS, no direct financial support is needed from the County to implement the James City County Child Health Initiative except in-kind services provided by the Department of Social Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby directs the County Administrator to execute the Grant contract and authorizes the acceptance of the Grant, the creation of three new positions, and the following appropriation amendment to the Special Projects/Grants Fund:

Revenue:

Williamsburg Health Foundation	<u>\$250,000</u>
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Expenditure:

James City County Child Health Initiative	<u>\$250,000</u>
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Ruth Larson
Chairwoman, Board of Supervisors

ATTEST:

William J. Porter
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Dianna S. Moorman, Director, Elections and General Registrar

SUBJECT: Contract Award - Request for Replacement Voting Equipment - \$285,571

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 5:00 PM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

FROM: Dianna S. Moorman, Director, Elections and General Registrar

SUBJECT: Contract Award - Request for Replacement Voting Equipment - \$285,571

The request to fully replace all voting equipment is based on the County currently using aging “Accuvote” tabulation optical scanners and ballot collection boxes, many of which have been in use since the late 1990s. The current Accuvote scanners are no longer manufactured and have spare parts that are becoming increasingly difficult to obtain, the ballot boxes into which the scanner feeds ballots are limited in capacity and subject to frequent malfunctions and the AutoMARK ADA complaint equipment still in use is subject to frequent malfunctions and is extremely awkward to operate for both voters and Officers of Elections.

The James City County Electoral Board, Director of Elections/General Registrar, her assistants, members of the James City County IT staff, experienced machine technicians responsible for maintaining and testing voting equipment and several Officers of Elections met on several occasions with two vendors representing voting equipment manufacturers. After discussions with the vendors and familiarizing themselves with the operation and capabilities of the competing equipment, all but one of the participants expressed a preference for the Unisyn System represented to Election Services Online by Shoup (ESO). This preference was generally based upon the design, quality of construction, compactness of the equipment components and the ease of use for both voters and Officers of Elections, and the prospect of more responsive support to be provided by ESO by Shoup than the competing vendor. The second vendor that was considered was Election Systems & Software.

The James City County Electoral Board and Director of Elections/General Registrar recommends approval of the full replacement of all voting equipment totaling \$285,571 for the acquisition of the Unisyn equipment serviced by ESO by Shoup for the voters of James City County.

DSM/nb
CA-RepVotingEq-mem

Attachment

RESOLUTION

CONTRACT AWARD - REQUEST FOR REPLACEMENT VOTING EQUIPMENT - \$285,571

- WHEREAS, the James City County General Registrar/Director of Elections (GR/DE) conducts special and general local, statewide and federal elections using aging “Accuvote” tabulation optical scanners and ballot collection boxes, many of which have been in use since the late 1990s; and
- WHEREAS, Accuvote scanners are no longer manufactured and spare parts will become increasingly difficult to obtain, along with required maintenance service support; and
- WHEREAS, the ballot boxes into which the scanner feeds ballots are limited in capacity and subject to frequent malfunctions; and
- WHEREAS, the AutoMARK ADA complaint equipment still in use is subject to frequent malfunctions and is extremely awkward to operate for both voters and Officers of Elections; and
- WHEREAS, the James City County Electoral Board, GR/DE, her assistants, members of the James City County IT staff, experienced machine technicians responsible for maintaining and testing voting equipment, and several Officers of Elections met on several occasions with vendors representing voting equipment manufacturers; and
- WHEREAS, after discussions with the vendors and familiarizing themselves with the operation and capabilities of the competing equipment, all but one of the participants expressed a preference for the Unisyn System represented to Election Services Online by Shoup (ESO); and
- WHEREAS, this preference was generally based upon the design, quality of construction, compactness of the equipment components, and the ease of use for both voters and officers of election and the prospect of more responsive support to be provided by ESO by Shoup than the competing vendor.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, is hereby authorizes the contract award in the amount of \$285,571 for the acquisition of the Unisyn equipment serviced by ESO by Shoup for the voters of James City County.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

CA-RepVotingEq-res

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: John H. Carnifax, Jr., Director of Parks and Recreation

SUBJECT: Replacement of synthetic turf on 6 multi use fields and Wanner Stadium

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Carnifax, John	Approved	6/22/2018 - 5:10 PM
Publication Management	Burcham, Nan	Approved	6/25/2018 - 7:34 AM
Legal Review	Kinsman, Adam	Approved	6/25/2018 - 8:11 AM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:20 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:39 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:37 AM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

FROM: John H. Carnifax, Jr., Director of Parks and Recreation

SUBJECT: Contract Award - Warhill Sports Complex Artificial Turf Repair, Replacement and Maintenance Service - \$2,943,737

A Request for Proposal was solicited from qualified firms to provide turf repair, replacement and maintenance services on seven existing artificial turf fields at the Warhill Sports Complex, per specifications deemed necessary by members of James City County General Services and Parks & Recreation. The existing seven artificial fields were constructed in 2007 and carried a warranty period of eight years. Being 11 years old, each field has surpassed each of its life expectancy.

The following five qualified firms submitted proposals to be considered for contract award, in these proposals each firm described their past experience, qualifications, project approach and timeline, turf and infill specifications and cost of total project.

Firms:

FieldTurf USA, Inc.
Sprint Turf, LLC
Hellas Construction, Inc.
R.A.D. Sports
Shaw Sports Turf

A team of staff members from James City County General Services and Parks & Recreation evaluated each of the proposals and selected the firm FieldTurf USA, Inc.

Staff recommends approval of the attached resolution awarding a contract to FieldTurf USA, Inc. in the amount of \$2,943,737.

JHC/nb
CA-WarhillArtTurf-mem

Attachment

RESOLUTION

CONTRACT AWARD - WARHILL SPORTS COMPLEX ARTIFICIAL TURF

REPAIR, REPLACEMENT AND MAINTENANCE SERVICES - \$2,943,737

WHEREAS, the James City County Parks & Recreation Division received competitive bids for the Warhill Artificial Turf Replacement Project; and

WHEREAS, five bids were considered for award and FieldTurf USA, Inc., was the lowest qualified, responsive and responsible bidder; and

WHEREAS, previously authorized Capital Improvements Program budget funds are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$2,943,737 to FieldTurf USA, Inc., for the Warhill Sports Complex Artificial Turf Repair, Replacement and Maintenance Services Contract

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

CA-WarhillArtTurf-res

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Ellen Cook, Principal Planner and Tammy Mayer Rosario, Principal Planner

SUBJECT: Fort Eustis Joint Land Use Study

ATTACHMENTS:

	Description	Type
☐	Staff Memorandum	Staff Report
☐	Attachment 1 Resolution	Resolution
☐	Attachment 2 Unapproved Minutes of the June 6, 2018 Planning Commission Meeting	Cover Memo
☐	Attachment 3 Fort Eustis Joint Land Use Study Executive Summary	Backup Material
☐	Attachment 4 Newport News Planning Commission and City Council Resolutions	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	6/26/2018 - 9:58 AM
Development Management	Holt, Paul	Approved	6/26/2018 - 9:58 AM
Publication Management	Burcham, Nan	Approved	6/26/2018 - 10:06 AM
Legal Review	Kinsman, Adam	Approved	6/26/2018 - 10:15 AM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:19 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:39 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:38 AM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

FROM: Ellen Cook, Principal Planner
Tammy Mayer Rosario, Principal Planner

SUBJECT: Fort Eustis Joint Land Use Study

Background

During the 2035 Comprehensive Plan update, the County received a request to change the land use designation for the BASF property, located at 8961 Pocahontas Trail (Case No. LU-0009-2014). In connection with this case, the County received a letter from Mr. John C. Harvey, Jr., Virginia Secretary of Veterans and Defense Affairs, recommending that no land use designation decision be made until a thorough Joint Land Use Study (JLUS) was conducted, due to the potential negative impact the land use redesignation of the property could have on the Fort Eustis military mission.

Joint Base Langley-Eustis (JBLE) is important to national defense and to the economies of the Commonwealth of Virginia, the Hampton Roads region and James City County. JBLE contributes about \$2.3 billion annually (with \$1 billion due to Fort Eustis alone) to Virginia's economy, and is home to the U.S. Army Training and Doctrine Command (TRADOC). The installation supports a population of 22,000 active duty, National Guard, Army Reserve, civilians and family members. TRADOC is responsible for training and developing the Army and operates 33 schools and centers at 16 Army installations. A total of 5,000 students train at Fort Eustis each year.

In recognition of the desire to sustain JBLE's military mission and promote community economic viability and quality of life, the Department of Defense Office of Economic Adjustment has provided technical and financial assistance for the local communities to partner with the military to study community development issues in the form of a JLUS. A JLUS is a collaborative study conducted by the local officials, federal officials, residents and the military installation itself to identify compatible land uses and growth management guidelines near the installation. The process encourages the local community and installation to act as a team in order to prevent or limit any encroachment issues caused by future mission expansion or local growth.

Progress to Date

In 2010, before JBLE was created, Langley Air Force Base conducted a JLUS. Although the Air Force Base and Fort have merged, a JLUS has not been conducted specific to Fort Eustis. The current JLUS has looked at compatibility and encroachment issues tailored to Fort Eustis, while maintaining coordination with representatives of Langley. The Fort Eustis JLUS has included the surrounding communities of Newport News, York County and James City County. For James City County, the JLUS encompasses not only the BASF property, but other nearby areas of Grove as well. At its meeting on May 10, 2016, the Board of Supervisors adopted a Resolution in support of moving forward with the Fort Eustis JLUS.

Since adoption of the Resolution of Support, work has progressed on creating the Fort Eustis JLUS. Development of the JLUS was guided by a Policy Committee, which consisted of decision makers, executive directors and elected officials from the affected local governments and a Technical Working

Group, which consisted of technical experts from the affected local governments and organizations as well as Fort Eustis representatives and other designated stakeholders.

Part of the development of JLUS included significant outreach and input opportunities from the public. A 30-day comment period on the final draft of the JLUS has concluded, and the project consultant briefed the Planning Commission and Board of Supervisors on the results of the process and on the draft document at a joint work session on May 22, 2018.

Study Recommendations

The Executive Summary of the Fort Eustis JLUS is attached to this memorandum and the full Study is available at <https://www.forteustisjlus.com/> under the Documents tab. The JLUS contains an extensive Compatibility and Encroachment analysis, examining issues such as formalized communication, land use compatibility, traffic, the third port mission and waterway access. The recommendations portion of the study provides a list of strategies and actions that can be used to resolve, prevent and mitigate Areas of Interest identified within the Compatibility Analysis. The recommendations are intended to be general so that each local government has the ability to tailor them to meet their needs during the implementation phase. Through the tailored implementation phase, each local government will be able to determine the methodology that best suits their community. Examples of recommendations pertaining to James City County include:

Areas of Interest	Recommendations
Formalized Communication	Prepare and adopt a communication Memorandum of Understanding (MOU) between Fort Eustis, Newport News, James City County and York County outlining a procedure for future communications, with the goal of providing a clear outline of communication procedures to ensure that everyone is adequately informed.
Land Use Compatibility	Establish coordination procedures for areas of concern within the Military Influence Overlay District (MIOD) to minimize future incompatibilities from proposed land use or zoning changes.
Policy Reinforcement	<p>Create a MIOD made up of Military Influence Areas (MIAs) that reflects the type and intensity of compatible uses. The MIAs are established to identify where specific compatibility issues may occur. The MIAs should incorporate areas that include the impacts of the third port, the main gate safety buffer, the aquatic training area, the noise zones from the small arms range and the Federal Aviation Administration airspace. (The third port is located on Skiffes Creek across from the BASF property.)</p> <ul style="list-style-type: none"> • Once the MIA and MIODs have been determined, the comprehensive plan should be updated to incorporate the new overlay district(s) or other appropriate regulatory measures. • Similar to the updates recommended for the Comprehensive Plan, the zoning ordinances and zoning map should be updated to implement the newly drafted MIA and MIOD.
Third Port Mission	Develop documentation to increase awareness and understanding of the mission of the third port and the locations of Fort Eustis water training areas, purpose of the operations and various impacts (e.g., water restrictions) on the surrounding communities.

Fort Eustis Joint Land Use Study

July 10, 2018

Page 3

As described in the recommendations above, implementation of the JLUS could range from administrative actions to revisions or updates in the County's Zoning Ordinance and Comprehensive Plan.

Staff recommends that the Board of Supervisors adopt the Fort Eustis Joint Land Use Study. At its meeting on June 6, 2018, the Planning Commission recommended adoption of the Study by a vote of 6-0.

EC/TMR/md

FtEustisJLUS-mem

Attachments:

1. Resolution
2. Unapproved Minutes of the June 6, 2018, Planning Commission meeting
3. Fort Eustis Joint Land Use Study Executive Summary
4. Newport News Planning Commission and City Council Resolutions

RESOLUTION

FORT EUSTIS JOINT LAND USE STUDY

WHEREAS, the Joint Base Langley-Eustis Joint Land Use Study (JLUS) has been coordinated by the U.S. Department of Defense, Office of Economic Adjustment, together with Joint Base Langley-Eustis (Fort Eustis), the City of Newport News, City of Hampton, James City County and York County to develop a strategic and cooperative planning process for the compatible use of property surrounding Fort Eustis; and

WHEREAS, the study process provided opportunities for public involvement including a community kick-off meeting, a public survey, a project website and public meetings to receive comments on the final draft report; and

WHEREAS, the JLUS report contains recommendations for the implementation of policies and actions intended to promote cooperative and compatible land use planning which: (i) minimize military operations in terms of noise and accident potential on the lands surrounding Fort Eustis; (ii) increase citizen awareness of the impacts of military flight and marine operations; and (iii) prevent land uses that will interfere with the mission of Fort Eustis; and

WHEREAS, the JLUS Policy Committee comprised of representatives of the City of Newport News, the City of Hampton, James City County, York County and Fort Eustis, endorsed the JLUS as reported on January 18, 2018; and

WHEREAS, on June 6, 2018, the Planning Commission recommended, by a vote of 6-0, that the Board of Supervisors adopt the JLUS.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby adopt the Fort Eustis Joint Land Use Study.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

**Unapproved Minutes of the June 6, 2018
Planning Commission Meeting**

Fort Eustis Joint Land Use Study

Ms. Ellen Cook, Principal Planner, stated that over the past 16 months, work has progressed on creating the Fort Eustis Joint Land Use Study (JLUS). Ms. Cook stated that the JLUS has been a collaborative study conducted by the three surrounding localities, federal officials, residents, and Fort Eustis to identify compatible land uses and growth management guidelines near the installation. Ms. Cook stated that the JLUS has been guided by a Policy Committee and a Technical Working Group, and has included significant outreach and input opportunities from the public. Ms. Cook stated that a 30-day comment period on the final draft of the JLUS recently concluded.

Ms. Cook stated that at the May 2018 Joint Work Session, the project's lead consultant, Mr. Ray Greer, provided an overview of the study and recommendations. Ms. Cook stated that the study included recommendations regarding formalized communication, land use compatibility, policy reinforcement, and the third port mission. Ms. Cook stated that the implementation of the JLUS could range from administrative actions to revisions or updates in the County's Zoning Ordinance and Comprehensive Plan.

Ms. Cook stated that the Fort Eustis JLUS is scheduled to be brought before the Board of Supervisors for formal consideration at its July 10, 2018 meeting.

Mr. Paul Holt, Director of Community Development and Planning, stated that staff would appreciate any feedback from the Commission on the JLUS and would further ask for a recommendation from the Commission to forward to the Board of Supervisors.

Mr. Tim O'Connor inquired if there would be a more substantive presentation when the JLUS is considered by the Board of Supervisors.

Mr. Holt stated that there would be a more detailed summary at the July 10 Board of Supervisors meeting.

Mr. O'Connor stated that the information on the economic impact of Ft. Eustis would be an important item to highlight.

Mr. Holt noted that the project website and the archived video of the Joint Work Session are also good resources for anyone wanting additional in depth information.

Mr. Frank Polster inquired if the Board of Supervisors would make the determination as to which of the study recommendations should be acted on.

Mr. Holt stated that it would fall to the Board of Supervisors to determine further action on the various recommendations; however, the action at the July 10, 2018 meeting would be simply to

accept the report. Mr. Holt stated that once the report is accepted by all the entities, there is an expectation that there would be a transition from the study phase to an implementation phase. Mr. Holt stated that the implementation phase is where the Board of Supervisors would direct and allocate resources and provide guidance to staff on next steps.

Mr. Polster inquired about the recommendation to establish a special district for the area bordering on Ft. Eustis.

Mr. Holt stated that the recommendation for a special district is something that could potentially be discussed during the upcoming Comprehensive Plan review.

Mr. Polster inquired if it would be an overlay district.

Mr. Holt stated that an overlay is one possibility. Mr. Holt further stated that the district could be designated on the Comprehensive Plan Land Use Map. Mr. Holt stated that the district could also be incorporated in the Zoning map.

Mr. Jack Haldeman stated that he appreciated the detail and quality of the report.

Mr. Haldeman made a motion to recommend that the Board of Supervisors accept the JLUS report.

On a voice vote the Commission voted to recommend that the Board of Supervisors accept the JLUS report (6-0).



FORT EUSTIS JOINT LAND USE STUDY

Growing Forward Together

Newport News, York County & James City County, VA

What is the Fort Eustis Joint Land Use Study?

The Fort Eustis Joint Land Use Study (JLUS) was a 15-month process completed in March 2018. Fort Eustis is part of Joint Base Langley Eustis (JBLE); however, the JLUS focused solely on Fort Eustis. A JLUS was prepared for Langley Air Force Base (AFB) in 2010, prior to their merger with Fort Eustis as a joint base. Coordination will occur through the host unit (633d Air Base Wing), which provides installation support functions for JBLE.

A Joint Land Use Study (JLUS) is a collaborative study conducted by the city, county, federal officials, residents, and the military installation itself to identify compatible land uses and growth management guidelines near the installation. The process encourages the local community and installation to act as a team in order to prevent or limit any encroachment issues caused by future mission expansion or local growth.

Fort Eustis, located in Newport News and James City County, is home to the U.S. Army Training and Doctrine Command (TRADOC). Newport News and James City County are directly linked by U.S. Route 60. The installation supports a population of more than 22,000, including active duty, Army National Guard, Army Reserve, civilians, and family members. TRADOC is responsible for training and developing the U.S. Army, and operates 33 schools and centers at 16 Army installations. More than 5,000 students (on temporary assignment) train at Fort Eustis each year.

The JLUS was funded through a grant from the Department of Defense (DoD), Office of Economic Adjustment (OEA) and administered by the City of Newport News.

The final JLUS report and materials are available on the website at www.forteustisjlus.com.





FORT EUSTIS JOINT LAND USE STUDY

Growing Forward Together

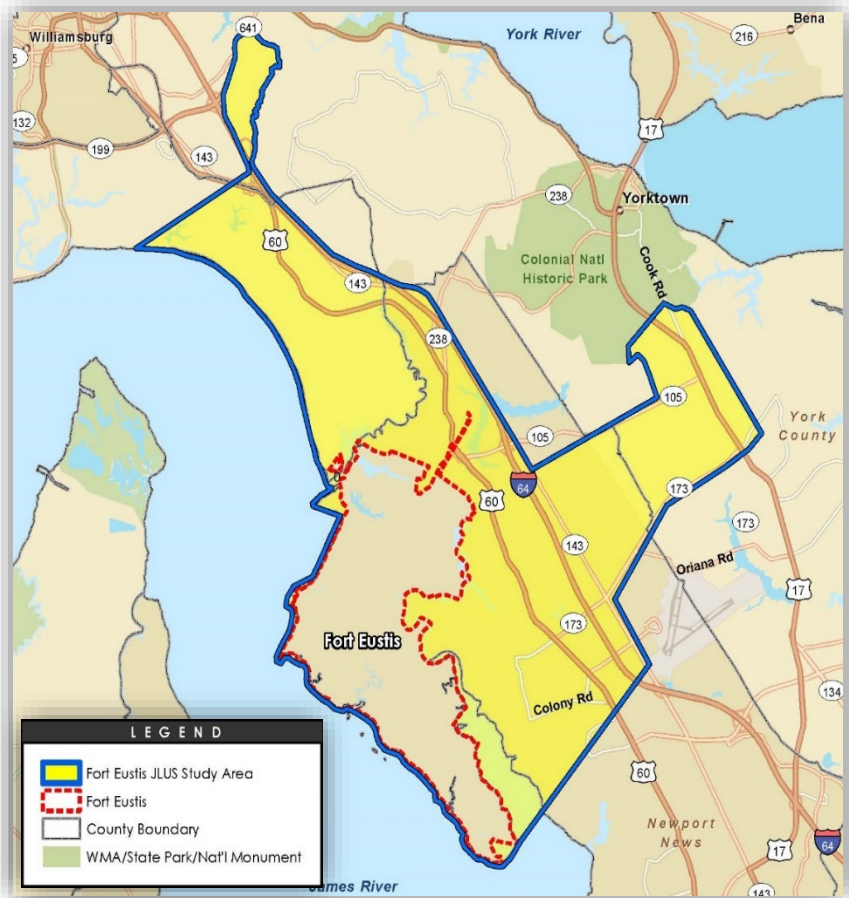
Newport News, York County & James City County, VA

What is the JLUS Study Area?

Fort Eustis is located in Virginia's Hampton Roads region. Its 7,933 acres are bounded on the north by the city of Newport News, Skiffe's Creek and James City County and on the south by the James River. The installation is primarily located within Newport News, while approximately 24 acres are located within James City County.

The study area encompasses approximately 24,288 acres surrounding Fort Eustis. It reaches into James City County, York County, and Newport News. This area was created by the Technical Working Group and Policy Committee to capture the

impacts from the mission of Fort Eustis and the influences from the surrounding communities. Some of the influencing factors include Felker Airfield airspace, noise from the gun range, the aquatic training areas, safety standard at the main gate, safety standard for the third port, and existing and future community development patterns.



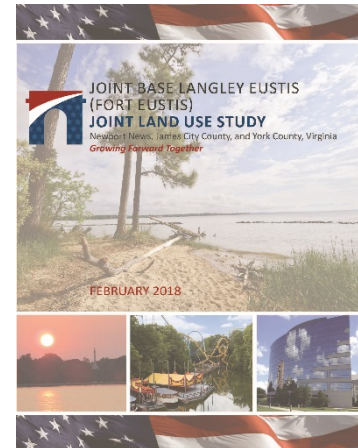
What does the JLUS Report contain?

The JLUS report is divided into 10 chapters. Chapter 1 – Chapter 4 provides background information and includes Introduction to the JLUS, Public Involvement, Community Profile, and Military Profile. Chapter 5 provides a brief economic analysis for the Upper Warwick Corridor. Chapter 6 Compatibility Tools lists

FORT EUSTIS JOINT LAND USE STUDY

Growing Forward Together
Newport News, York County & James City County, VA

some of the tools available to assist local governments and the military with compatibility and encroachment challenges. Chapter 7 Development Compatibility Analysis evaluates the study area's potential for new development and the relationship with the mission of Fort Eustis. Chapter 8 Compatibility and Encroachment Analysis discusses 19 encroachment/compatibility factors to assess Fort Eustis and the surrounding communities. The results of the analysis are Recommendations in Chapter 9 that address and provides for proactive measures for each item of interest identified during the Study. Chapter 10 Implementation Plan gives guidance to each municipality on how to implement the suggested recommendations.



What was the process?

The Policy Committee and Technical Working Group were formed to help facilitate the JLUS. Each participated directly with the project team to provide feedback and decision-making throughout the planning process. The Technical Working Group included subject experts from surrounding jurisdictions, military planners, business and development representatives, and special organizations. They provided technical expertise through identification of issues and provided feedback to the JLUS team. Upon completion of the JLUS, they will transition to the Implementation Committee. The Policy Committee consisted of decision-makers, executive directors, and elected officials and provided policy direction, study oversight, and ultimately will adopt the final report.

A series of public and stakeholder meetings were hosted to obtain feedback and inform the public. Three rounds of public workshops and forums were held in various locations throughout the



communities. Additionally, the JLUS team targeted specific events already scheduled within the community and brought informational materials including the project fact sheet, social media handout, and project survey. Stakeholder meetings were held during the course of the planning process to obtain



FORT EUSTIS JOINT LAND USE STUDY

Growing Forward Together

Newport News, York County & James City County, VA

individualized information from the community. A project website and Facebook page accompanied traditional methods of public notice and outreach.

What are the next steps?

Each of the recommendations incorporate one or more actions that can be implemented to promote compatible land use, prevent encroachment upon the military mission, mitigate existing incompatibilities, and facilitate compatible economic development. The recommended strategies function as tools to aid the community in their goal of ensuring the continued sustainability of the military mission at Fort Eustis. Collectively, these strategies represent an assertive and coordinated approach that will demonstrate the community's commitment to that goal.

The recommendations are customized for each of the three local governments and Fort Eustis. The recommendations and implementation strategies are organized into the following strategies which are further detailed in Chapters 9 and 10 of the JLUS report.

- **Communication and Coordination.** Recommendations in the Communication and Coordination category would provide opportunities and strategies for increased communication or coordination between Fort Eustis, the community, stakeholders, elected officials, civilians, and military families.
- **Education.** Recommendations under the Education category would educate the community on facts and details that might help to clarify information or provide new information.
- **Policy.** Policy recommendations would include changes to regulatory documents such as the comprehensive plan, Zoning Ordinances, and/or building codes.
- **Program or Process.** A program or process may need to be established to address a specified area of interest.
- **Study.** Studies or reports may be needed to determine additional information, conduct additional analyses, and research before the next steps can be determined.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Britta Ayers, AICP, PMP
Manager of Comprehensive
Planning
City of Newport News
Tel: 757.926.8074
Email: bayers@nnva.gov

Or visit us at:
www.forteustisjlus.com

CITY OF NEWPORT NEWS

OFFICE OF THE CITY MANAGER

April 18, 2018

TO: The Honorable City Council
FROM: City Manager
SUBJECT: Resolution in Support of Fort Eustis Joint Land Use Study

The request is to issue a Resolution expressing support for endorsement and adoption of the Fort Eustis Joint Land Use Study (JLUS).

The JLUS is a collaborative study conducted by the City, James City County, York County, and Joint Base Langley-Eustis to identify compatible land uses and growth management guidelines near Fort Eustis. The community played a crucial role in drafting the study, providing input through various engagement opportunities throughout the one-year planning process.

On April 18, 2018, the City Planning Commission voted unanimously 8:0 to recommend endorsement and adoption of the Fort Eustis JLUS.

I concur with Planning Commission's recommendation.

Cynthia D. Rohlf

CDR:bsa

A RESOLUTION OF THE NEWPORT NEWS PLANNING COMMISSION RECOMMENDING ENDORSMENT OF THE JOINT BASE LANGLEY-EUSTIS JOINT LAND USE STUDY

WHEREAS, the Newport News Planning Commission has before it this day the Joint Base Langley Eustis Joint Land Use Study (JLUS) which was coordinated by the U.S. Department of Defense, Office of Economic Adjustment, together with Joint Base Langley-Eustis (Fort Eustis), the City of Newport News, City of Hampton, James City County, and York County to develop a strategic and cooperative planning process for the compatible use of property surrounding Fort Eustis;

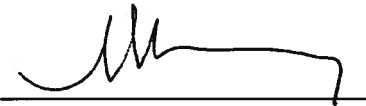
WHEREAS, the study process provided opportunities for public involvement including a community kick-off meeting, a public survey, a project web site, and public meetings to receive comments on the final draft report;

WHEREAS, the JLUS report contains recommendations for the implementation of policies and actions intended to promote cooperative and compatible land use planning which: (i) minimize military operations in terms of noise and accident potential on the lands surrounding Fort Eustis; (ii) increase citizen awareness of the impacts of military flight operations; and (iii) prevent land uses that will interfere with the mission at Fort Eustis; and

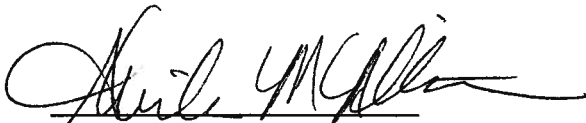
WHEREAS, the JLUS Policy Committee comprised of representatives of the City of Newport News, the City of Hampton, James City County, York County, and Fort Eustis, endorsed the JLUS as reported on January 18, 2018.

NOW, THEREFORE BE IT RESOLVED, that the City Planning Commission of Newport News does hereby recommend to the City Council of the City of Newport News that it endorse and adopt the Joint Base Langley Eustis Joint Land Use Study.

Recommended by the City Planning Commission of Newport News on April 18, 2018.



Mark W. Mulvaney
Chairman
Newport News Planning Commission



Sheila McAllister
Executive Secretary
Newport News Planning Commission

RESOLUTION NO. 13123-18

A RESOLUTION OF THE NEWPORT NEWS CITY COUNCIL ENDORSING THE JOINT BASE LANGLEY-EUSTIS JOINT LAND USE STUDY.

WHEREAS, the Newport News City Council has before it this day the Joint Base Langley-Eustis Joint Land Use Study (JLUS) which was coordinated by the U. S. Department of Defense, Office of Economic Adjustment, together with Joint Base Langley-Eustis (Fort Eustis), the City of Newport News, City of Hampton, James City County and York County to develop a strategic and cooperative planning process for the compatible use of property surrounding Fort Eustis; and

WHEREAS, the study process provided opportunities for public involvement including a community kick-off meeting, a public survey, a project web site, and public meetings to receive comments on the final draft report; and

WHEREAS, the JLUS report contains recommendations for the implementation of policies and actions intended to promote cooperative and compatible land use planning which: (i) minimize military operations in terms of noise and accident potential on the lands surrounding Fort Eustis; (ii) increase citizen awareness of the impacts of military flight operations; and (iii) prevent land uses that will interfere with the mission of Fort Eustis; and

WHEREAS, the JLUS Policy Committee comprised of representatives of the City of Newport News, the City of Hampton, James City County, York County and Fort Eustis, endorsed the JLUS as reported on January 18, 2018; and

WHEREAS, on April 18, 2018, the Newport News Planning Commission recommended, by unanimous vote, that the Newport News City Council endorse the JLUS.

NOW, THEREFORE, BE IT RESOLVED that the Council for the City of Newport News does hereby endorse and adopt the Joint Base Langley-Fort Eustis Joint Land Use Study.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON APRIL 24, 2018

Mabel Washington Jenkins, MMC
City Clerk

McKinley L. Price, DDS
Mayor

A true copy, teste:

City Clerk

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Tammy Rosario, Principle Planner and Alex Baruch, Senior Planner

SUBJECT: Pocahontas Trail Corridor Study

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	June 6, 2018 Draft Planning Commission Minutes	Minutes
☐	Executive Summary	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	6/26/2018 - 10:03 AM
Publication Management	Burcham, Nan	Approved	6/26/2018 - 10:08 AM
Legal Review	Kinsman, Adam	Approved	6/26/2018 - 10:15 AM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:20 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:39 AM

MEMORANDUM

DATE: July 10, 2018

TO: The Board of Supervisors

FROM: Alex Baruch, Senior Planner
Tammy Mayer Rosario, Principal Planner

SUBJECT: Pocahontas Trail Corridor Study

Over the past 10 months, James City County, the Virginia Department of Transportation (VDOT), and its consultant, RK&K, have been conducting a study of the Pocahontas Trail Corridor. The purpose of the study was to re-assess the Corridor from Fire Station 2 to James River Elementary School and to engage the community in identifying key transportation needs and in defining a vision for the future of the Corridor. The study was also intended to identify feasible, context-sensitive multi-modal transportation improvements that will address the community's needs and also enhance the quality of life for area residents and users of the Corridor. Last, the study's scope included developing concepts, cost estimates and recommending strategies to prioritize improvements along the Corridor.

Process

Work on the project was led by a Steering Committee comprised of representatives from the neighborhoods, churches and businesses along the Corridor who volunteered to advise the County and VDOT. Steering Committee members included:

- Glenn Carter
- James Curtis
- Allen Doucet
- George Drummond
- Kirkland Goddard, Sr.
- Gloria Hill
- Pat McCormick/Thomas McCormick
- Danny Schmidt
- Rob Till
- Tracy Williams/Eric Williams

Also assisting in the effort was a Technical Committee comprised of staff from various agencies and departments, including the Police, Fire, Parks and Recreation, Social Services, Stormwater and Resource Protection Departments, Williamsburg-James City County Schools, James City Service Authority, Williamsburg Area Transit Authority, VDOT and the Planning Division.

Public outreach was extensive and designed to gauge the community's desires at each phase of the process. Outreach efforts included small group meetings with various local groups, including James River Elementary School and Colonial Manor; a project website (www.jamescitycountyva.gov/PocTrailStudy); online survey; and three public workshops. Following the third public workshop in April and the final Steering and Technical meeting in May, the consultant presented the study's recommendations to the Planning Commission and Board of Supervisors at the May 22 joint work session.

Study Recommendations

As noted in the attached Executive Summary of the report, the recommended improvement concept, based upon the review of the Corridor and public feedback, is Concept 1: Three-Lane with Shared Use Path, which includes providing a three-lane configuration along the entire corridor, with one continuous center left-turn lane and one travel lane in either direction, while also providing an eight-foot shared use path and a five-foot sidewalk.

The recommended improvements also include curb and gutter to improve the drainage system, a landscaped buffer area between the roadway, the sidewalk and shared use path, continuous roadway/pedestrian lighting, new crosswalks with pedestrian refuges at multiple locations, transit stop improvements, including bus pull-offs and shelters and the undergrounding of overhead utilities. The recommendations are a comprehensive set of improvements which address each of the needs identified by the community and which the community determined best matched its vision for the Pocahontas Trail Corridor.

Due to the scale of the improvements needed to address the Corridor's needs and match the community's vision, the study also recommends consideration of a phased approach to constructing the improvements. While the County may pursue funding for the entire length of the Corridor as one project, in an effort to secure funding, it may also be prudent to submit individual project segments (or groups of segments) for funding consideration should they be competitive for other various funding sources. In this case, it is recommended that development of the segments would be in the following priority order:

- Near-Term Improvements, such as bus pull-off and transit shelter/stop improvements at locations, access management improvements and gateway/entrance signage
- Segments C + D (Jackson Street to Ron Springs Drive)
- Segments E1 + E2 (Ron Springs Drive to Plantation Road)
- Segment B (Howard Drive to Jackson Street)
- Segment A (Western Project Limits to Howard Drive)

The Pocahontas Trail Corridor Study Executive Summary is attached, and the entire summary report can be viewed at <http://www.jamescitycountyva.gov/PocTrailStudy>.

Recommendation

At its June 6, 2018 meeting, the Planning Commission recommended approval of the Pocahontas Trail Corridor Study Summary Report by a vote of 6-0. Staff recommends that the Board of Supervisors adopt the Pocahontas Trail Corridor Study Summary Report dated May 2018.

AB/TMR/md
PocahTrlCorStdy-mem

Attachments:

1. Resolution
2. June 6, 2018 Draft Planning Commission Minutes
3. Pocahontas Trail Corridor Study Executive Summary

RESOLUTION

POCAHONTAS TRAIL CORRIDOR STUDY

- WHEREAS, Pocahontas Trail (Route 60) is a major travel corridor in the region that has experienced significant congestion and safety issues throughout the years and these conditions are expected to continue in the coming years; and
- WHEREAS, these circumstances were reflected in the County's Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*, which also included a vision statement for Pocahontas Trail suggesting a range of multi-modal improvements to address needs along the Corridor; and
- WHEREAS, the County received a transfer of federal Congestion Management and Air Quality (CMAQ) funds in June 2016 to add a substantial community engagement component to the preliminary engineering phase of UPC 102980, Pocahontas Trail Multimodal Corridor, to reassess the needs, desired improvements, priorities and options for phasing the improvements to the Pocahontas Trail Corridor between Fire Station 2 and James River Elementary School; and
- WHEREAS, the Virginia Department of Transportation authorized the award of a contract to RK&K in August 2017; and
- WHEREAS, the study has included detailed technical analysis, documenting existing conditions, forecasting future traffic volumes, then developing proposed typical sections for the Corridor, cost estimates and phasing options; and
- WHEREAS, the study has also included multiple public input opportunities, such as three open public forums/workshops, six Steering Committee meetings, six Technical Committee meetings, three small group meetings, a project website and an online survey; and
- WHEREAS, staff and the consultant provided updates and opportunities for feedback to the Policy Committee at its meetings on January 11 and May 10, 2018, and updates to the Board of Supervisors at its work sessions on January 23 and May 22, 2018; and
- WHEREAS, the results of the work on these individual components have been compiled into the Pocahontas Trail Corridor Study Report; and
- WHEREAS, the Planning Commission, at its meeting on June 2, 2018, voted 6-0 to recommend approval of the Pocahontas Trail Corridor Study Report dated May 2018.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the Pocahontas Trail Corridor Study Report as the official guidance document for improvement of Pocahontas Trail, thereby setting the stage for implementation actions such as seeking funding and considering the report recommendations during review of legislative cases.

Ruth M. Larson
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	___	___	___
ICENHOUR	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
LARSON	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of July, 2018.

PocahTrlCorStdy-res

**Unapproved Minutes of the June 6, 2018
Planning Commission Meeting**

Pocahontas Trail Corridor Study

Mr. Alex Baruch, Senior Planner, stated that for the past 10 months, the Planning Division, Virginia Department of Transportation (VDOT) and its consultant RK&K have been engaging with the Grove community to determine the transportation needs, desired improvements, and priorities for Pocahontas Trail. Mr. Baruch stated that the purpose of the study was to re-assess the corridor from Fire Station 2 to James River Elementary School and to engage the community in identifying key transportation needs and in defining a vision for the future of the corridor. Mr. Baruch stated that this effort would not have been possible without the support of the Technical Committee and the Steering Committee many of whom are in attendance tonight.

Mr. Baruch stated that to gain the community's input three public workshops, six steering committee meetings and six technical committee meetings as well as several other opportunities were held in different areas throughout Grove. Mr. Baruch stated that the public workshops and meetings provided tremendous feedback and direction to staff, VDOT and the consultant which has been reflected in the draft study document where the recommendations are outlined.

Mr. Baruch stated that in terms of the recommendations, Concept 1, the three-lane concept with the shared use path on one side and the sidewalk on the other, was the preferred option. Mr. Baruch further stated that the recommended improvements also included curb and gutter to improve the drainage system, a landscaped buffer area between the roadway and the sidewalk and shared use path, continuous roadway/pedestrian lighting, new crosswalks with pedestrian refuges at multiple locations, transit stop improvements including bus pull-offs and shelters and the undergrounding of overhead utilities. Mr. Baruch stated that these recommendations are a comprehensive set of improvements which address each of the needs identified by the community and which the community determined best matched its version of the Pocahontas Trail Corridor.

Mr. Baruch stated that due to the scale of the improvements needed to address the corridor's needs and match the community's vision, the study also recommended consideration of a phased approach to constructing the improvements. Mr. Baruch stated that while the County may pursue funding for the entire length of the corridor as one project, in an effort to secure funding, it may also be prudent to submit individual project segments (or groups of segments) for funding consideration should they be competitive for other various funding sources.

Mr. Baruch stated that in anticipation of several funding applications due this summer, the study is scheduled to be brought before the Board of Supervisors for formal consideration at

its July 10, 2018 meeting. Mr. Baruch stated that staff recommends that the Planning Commission recommend approval of the draft study to the Board of Supervisors.

Mr. Paul Holt, Director of Community Development and Planning, stated that from an input perspective this was probably one of the most successful corridor studies that the County has had, thanks entirely to the leadership of the Steering Committee. Mr. Holt stated that the public workshops were very successful and the compilation of all of that feedback is what is included in the study. Mr. Holt stated that as a consideration item there is not a public hearing; however, there are a few members who signed up to speak.

Mr. Tim O'Connor asked whether extending the study further down Pocahontas Trail to get the improvements to continue closer to Green Mount Industrial Park would be an option as a part of this study.

Mr. Holt stated that it would not be possible with this work effort; however, there are some references to continuing the improvements in that direction that staff could look at in the future.

Mr. Heath Richardson opened the floor for comment from the public.

Mr. Glenn Carter, 130 Jackson Street, stated that these improvement are much needed and welcomed by the community. Mr. Carter stated that the industrial areas, new residential development and Peninsula Pentecostals Church are contributing to the traffic issues that these improvements could solve. Pedestrian and bicycle traffic along with emergency vehicle access are other primary reasons why these improvements are so important to the community.

Ms. Gloria Hill, 112 Plantation Road, also an employee of Colonial Manor, stated that the primary concern is the safety of their residents at Colonial Manor. Half of the residents are handicapped or disabled and unable to cross Pocahontas Trail. Crosswalks proposed with this project would provide a safe means of crossing the road. Bus shelters with seating and lighting would be a huge improvement to the safety of the residents where there currently are none.

Mr. Danny Schmidt stated that it was a pleasure to serve on the Steering Committee and be a part of the public engagement efforts at the workshops. RK&K and Planning staff listened to the community and made changes as concerns were brought up by the community. This project is long overdue for Grove and should be put into action.

Mr. Richardson stated that it was a pleasure to see former Planning Commissioner Mr. George Drummond in attendance.

Mr. James Curtis, 8405 Pocahontas Trail, stated that he represented Little Zion Baptist Church and that he chairs the Board of Trustees for the Church. At the last meeting of the Board of Trustees a vote took place where 100% of the Board voted in favor of this project.

Mr. Robert Till, Grove resident, stated that he was happy to have been a part of the Steering Committee.

Mr. Frank Polster stated that he would like to see updates to the webpage and notification of when decisions are made in reference to these types of transportation projects.

Mr. Holt stated that one of the reasons staff would like to get this study in front of the Board of Supervisors as soon as possible is because a resolution of support is required for the applications, and the next round of funding applications is due at the end of the summer. Mr. Holt stated that as a part of the Planning Directors Report staff would update the Planning Commission as the projects progress.

Mr. O'Connor stated that he would like to thank the Steering Committee for mobilizing the community and participating in the process. Mr. O'Connor stated that on behalf of all of the Planning Commissioners, Grove residents needs additional connectivity to get to and from school, work and within the community in a safe fashion. Mr. O'Connor stated that Mr. Schmidt has given the Planning Commission great reports and it has been wonderful to see the community's engagement on this study.

Mr. Schmidt made a motion to recommend approval of the Pocahontas Trail Corridor Study Summary Report.

On a voice vote, the Commission voted to recommend approval of the Pocahontas Trail Corridor Study Report (6-0).



Pocahontas Trail Corridor Study

James City County, Virginia

Prepared for:

James City County
Community Development
101-A Mounts Bay Road
Williamsburg, VA 23185

&

Virginia Department of Transportation
Hampton Roads District
1700 N. Main St.
Suffolk, Virginia 23434



Prepared by:

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Project Number: 14094.25



Adopted by James City County Board of Supervisors: TBD



Executive Summary

The Pocahontas Trail Corridor Study provides a comprehensive overview of the operational and safety improvements identified by the community to address transportation concerns along Pocahontas Trail (US Route 60 Corridor).

This report will serve as a beneficial tool to both James City County and Virginia Department of Transportation (VDOT) in their efforts to obtain funding for the proposed improvements, and provide a framework to guide future improvements along the corridor (and adjacent segments). This study also provides a strategic approach to segmenting and phasing the corridor improvements, as necessary, for James City County and VDOT to pursue if the full project cannot be funded at one time.

The Pocahontas Trail Corridor Study Team reviewed existing conditions, traffic operations, crash history, VDOT and James City County policies and guidance documents, in complete coordination with the County and VDOT. The Team engaged in a dialogue with key stakeholders, including a Steering Committee of local residents and business representatives, a Technical Committee of agency representatives, and the general public through an extensive public engagement program to identify needs along the corridor. Based on this assessment and the community's input, the following key deficiencies were identified:

- Non-recurring congestion associated primarily with incidents along Interstate 64
- Safety concerns with rear-end and angle crashes
- Frequent access points & driveways
- Incomplete / substandard pedestrian accommodations
- Non-existent bicycle accommodations
- Personal safety concerns
- Lack of neighborhood feel
- Inadequate transit infrastructure
- Inadequate drainage features

Next, the Study Team worked collaboratively with the Steering Committee and the Technical Committee to develop an initial set of potential improvement concepts along the corridor. These initial concepts were presented to the community and their input was used to refine the alternatives to ensure that the recommendations addressed their needs and matched their overall vision for the corridor. The following three concepts were evaluated in detail:

- Concept 1: 3-Lanes with Shared Use Path – One travel lane per direction, separated by a continuous center left-turn lane. Pedestrian and bicycle accommodations include a 5' sidewalk along the south side of Pocahontas Trail and an 8' shared use path along the north side.
- Concept 2: 3-Lanes with Bike Lanes - One travel lane per direction, separated by a continuous center left-turn lane. Pedestrian and bicycle accommodations include a 5' sidewalk along both sides of Pocahontas Trail and a striped on-road bicycle lane in each direction.
- Concept 3: 5-Lanes with Shared Use Path – Two travel lanes per direction, separated by a continuous center left-turn lane. Pedestrian and bicycle accommodations include a 5' sidewalk along the south side of Pocahontas Trail and an 8' shared use path along the north side.

Based on input from the public, the concepts were refined to include additional crosswalk locations, enhanced transit stops and bus pull-offs, continuous lighting, and buffer areas for landscaping to create a “neighborhood feel” for the Pocahontas Trail corridor within the Grove community. After reviewing each of the three concepts, the community concluded that Concept 1: 3-lanes with Shared Use Path best reflected their vision for the corridor. This concept addresses each of the key needs identified, while minimizing the potential impacts to property owners along the corridor (compared to Concepts 2 and 3).

A detailed review was also conducted to evaluate possible segmentation of the corridor to develop a series of projects to implement the overall set of improvements preferred by the community. This assessment considered independent utility (each segment must stand alone), logical termini, stormwater management needs, and other important factors to divide the corridor into six segments. The needs in each segment were evaluated and a recommended approach to prioritizing the improvements was presented to the community. Based on the community's input, a final recommendation for segmenting and phasing the proposed improvements was developed.

Public engagement was critical to the success of this study. The project's Steering Committee, comprised of local residents and business representatives, met six times and helped promote three public workshops where the general public was invited to engage with the project team and provide vital input in shaping the recommendations documented in this report. A project website was also established to document the process and allow the community to stay informed with the latest developments from the study and review all working materials.

After extensive study and thorough engagement with the community and the Steering and Technical Committees, the following recommendations for transportation improvements along the study corridor are presented:

- The recommended improvement concept for the Study Corridor is Concept 1: 3-Lane with Shared Use Path, which includes providing a 3-lane configuration along the entire corridor, with one continuous center left-turn lane and one travel lane in either direction, while also providing an 8'



shared use path and a 5' sidewalk. The recommended improvements would also include curb and gutter and a closed drainage system, a landscaped buffer area between the roadway and the sidewalk and shared use path, continuous roadway / pedestrian lighting, new crosswalks with pedestrian refuges at multiple locations, transit stop improvements, including bus pull-offs and shelters, and the undergrounding of overhead utilities. The recommendations are a comprehensive set of improvements which address each of the needs identified by the community and which the community determined best matched their vision for the Pocahontas Trail Corridor.

- Due to the scale of the improvements needed to address the corridor's needs and match the community's vision, a phased approach to constructing the improvements should be considered. The County is able to pursue funding for the improvements for the entire corridor as one project, but it would also be prudent to submit individual project segments (or groups of segments) for funding consideration. If funding cannot be achieved for the entire length of the corridor at one time, it is recommended that the County pursue funding for phasing the improvements in smaller segments which better match the funding sources, and to prioritize the development of segments in the following order:
 - Near-Term Improvements, such as bus pull-off and transit shelter / stop improvements at locations, access management improvements and gateway features / entrance signage.
 - Segments C + D: Jackson Street to Ron Springs Drive (0.46 miles at \$9.3M including undergrounding utilities)
 - Segments E1 + E2: Ron Springs Drive to Plantation Road (0.63 miles at \$10.2M including undergrounding utilities)
 - Segment B: Howard Drive to Jackson Street (0.44 miles at \$9.2M including undergrounding utilities)
 - Segment A: Western Project Limits to Howard Drive (0.43 miles at \$5.85M including undergrounding utilities)

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: William Porter, Interim County Administrator
SUBJECT: County Administrator's Report

ATTACHMENTS:

	Description	Type
☐	CA Report	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/3/2018 - 3:46 PM

MEMORANDUM

DATE: July 10, 2018
TO: The Board of Supervisors
FROM: William C. Porter, Interim County Administrator
SUBJECT: County Administrator's Report

The following is a summary of activities that took place May 2, 2018 through June 5, 2018:

June 6, 2018 (Wednesday)

- Met with Ryan Ashe, Fire Chief, Sara Ruch, Emergency Manager, Neil Morgan, York County Administrator, Andrew Trivette, Williamsburg Interim City Manager
- Met with Dominion Energy
- Attended Hampton Roads Planning District Commission Chief of Administrative Officers meeting
- Met with Neil Morgan, Jeanne Zeidler and Andrew Trivette, Continuance of Operations Staff Committee Meeting

June 7, 2018 (Thursday)

- Met with Tom Coe, Community Behavioral Health
- Attended James City County, City of Williamsburg and York County Business Appreciation event

June 11, 2018 (Monday)

- Met with Sue Mellen, Financial and Management Services (FMS) Director
- Met with Patrick Teague, Human Resources (HR) Director
- Met with Paul Holt, Community Development (CD) Director

June 12, 2018 (Tuesday)

- Attended agenda meeting
- Met with John Carnifax, Parks & Recreation Director
- Attended Board of Supervisor (BOS) meeting

June 13, 2018 (Wednesday)

- Met with Betsy Fowler, Library Director
- Met with Grace Boone, General Services (GS) Director

June 14, 2018 (Thursday)

- Attended Executive Leadership Team (ELT) meeting

June 15, 2018 (Friday)

- Attended New Employee Orientation

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July 10, 2018

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- Met with Doug Powell, James City Service Authority (JCSA) General Manager
- Attended FMS recognition event

June 18, 2018 (Monday)

- Met with Sue Mellen, FMS Director
- Met with Ryan Ashe, Fire Chief

June 19, 2018 (Tuesday)

- Met with staff; Sanctuary localities
- Met with Ryan Ashe, Fire Chief and Dr. Gregory McLeod, Thomas Nelson Community College Provost, Historic Triangle Campus

June 20, 2018 (Wednesday)

- Attended Virginia Peninsula Regional Jail meeting
- Met with Skip Campana
- Met with Amy Jordan, Economic Development Director

June 21, 2018 (Thursday)

- Attended Top Cop Recognition event

June 25, 2018 (Monday)

- Met with Sue Mellen, FMS Director
- Met with Patrick Teague, HR Director

June 26, 2018 (Tuesday)

- Met with Rodney Hathaway, New Kent County Administrator
- Attended BOS work session

June 27, 2018 (Wednesday)

- Tour of Facilities with Grace Boone, GS Director
- Attended Greater Williamsburg Partnership meeting
- Met with Hugh Hubinger, Department of General Services and Paul Holt, CD Director

June 28, 2018 (Thursday)

- Met with Dr. Olwen Herron, Williamsburg-James City County Superintendent
- Met with Greg Davis, Jason Purse, Assistant County Administrator and Adam Kinsman, County Attorney
- Met with Paul Gerhardt; Carter's Grove
- Attended ELT meeting

June 29, 2018 (Friday)

- Met with Brad Rinehimer, Police Chief

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- Met with Doug Powell, JCSA General Manager
- Met with Susan Branch Smith, Arts Commission of Williamsburg Vice Chair

July 2, 2018 (Monday)

- Met with Ryan Ashe, Fire Chief

WCP/md

CARpt071018-mem

Attachment

ITEM SUMMARY

DATE: 7/10/2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/3/2018 - 3:29 PM

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Rebecca Vinroot, Director of Social Services
SUBJECT: Appointment - Colonial Behavioral Health Board of Directors

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/3/2018 - 9:21 AM

ITEM SUMMARY

DATE: 7/10/2018
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Deputy Clerk
SUBJECT: Recess until _____ on July 13, 2018 at the Law Enforcement Center

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:50 AM