

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
JANUARY 4, 2012 - 7:00 p.m.

1. ROLL CALL
2. RECOGNITION – MR. REESE PECK
3. PUBLIC COMMENT
4. MINUTES

December 7, 2011 Regular Meeting
5. COMMITTEE / COMMISSION REPORTS
 - A. Development Review Committee (DRC)
 - B. Policy Committee
 - C. Regional Issues Committee / Other Commission Reports
6. PUBLIC HEARING CASES
 - A. MP-0003-2011/Z-0004-2011, Mason Park Master Plan
and Proffer Amendment
 - B. SUP-0011-2011, American Pride Automotive
 - C. Review of FY2013-2017 Capital Improvements Program
7. PLANNING DIRECTOR’S REPORT
8. COMMISSION DISCUSSIONS AND REQUESTS
9. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE SEVENTH DAY OF DECEMBER, TWO-THOUSAND AND ELEVEN, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-F MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

Planning Commissioners

Present:

Jack Fraley
Joe Poole, III
Rich Krapf
Al Woods
Chris Basic
Tim O'Connor

Absent:

Mike Maddocks

Staff Present:

Allen Murphy, Acting Development Manager
Chris Johnson, Principal Planner
Adam Kinsman, Deputy County Attorney
Luke Vinciguerra, Planner

Mr. Jack Fraley called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENT

Mr. Fraley opened the public comment period.

There being none, Mr. Fraley closed the public comment period.

3. MINUTES – NOVEMBER 2, 2011

Mr. Joe Poole moved to approve the minutes.

In a unanimous voice vote, the minutes were approved (6-0; absent, Maddocks).

4. COMMITTEE AND COMMISSION REPORTS

A. DEVELOPMENT REVIEW COMMITTEE (DRC)

Mr. Poole stated that the DRC met on November 30. The DRC reviewed Case No. C-0041-2011, White Hall Design Guidelines Amendment. The case was before the DRC to allow an amendment to the approved White Hall Design Standards changing the definition of rear yard fence and introducing language describing courtyard fencing. The DRC voted 4-0, to approve the amendment request. The DRC reviewed Case No. C-0040-2011, New Town Shared Parking Update. This case was before the DRC for the regular semi-annual DRC review for New Town Sections 2 and 4 shared parking plan. The DRC recommended approval of the shared parking update by a vote of 4-0. The DRC also voted that the next review of the shared parking update be presented at the meeting in May 2012. The DRC reviewed Case No. SP-0100-2011, New Town Section 9 (Settler's Market) Commercial Site Plan Amendment. This case was before the

DRC to obtain preliminary approval for a group of buildings in excess of 30,000 square feet. It was also before the DRC to determine if on-street parking could be counted towards minimum parking requirements. The DRC recommended preliminary approval of the plans subject to agency comments and recommended that the applicant be allowed to count off-site parking towards the minimum parking requirements by a vote of 4-0. The DRC reviewed Case No. SP-0085-2011, Courthouse Commons Parcels 4 & 5 Setback Reduction. This case was before the DRC for a setback reduction for the building on Parcel 4 of the site in accordance with Section 24-415 of the Zoning Ordinance. The DRC recommended approval of the reduction by a vote of 4-0, with the stipulation that the applicant would provide the enhanced trail/pocket park landscaping plan to staff prior to final approval.

Mr. Al Woods moved for approval of the DRC report.

In a unanimous voice vote, the report was approved (6-0; absent, Maddocks).

B. POLICY COMMITTEE

Mr. Rich Krapf stated that the Policy Committee met on December 6 to discuss FY 2013-2017 Capital Improvement Program (CIP) requests. Members present were Mr. Fraley, Mr. Maddocks, Mr. Krapf and Mr. O'Connor. The Committee reviewed the ranking process and the categories. The committee determined staff agencies to invite to the next meeting to provide additional information about the requests. The committee will meet again on Monday, December 12 for agency presentations and finalized scores. The Policy Committee plans to provide the recommendation to the full Planning Commission at the January 4 meeting.

5. PUBLIC HEARINGS

A. MP-0003-2011/Z-0004-2011, Mason Park Master Plan Amendment

Mr. Fraley stated that the applicant has requested a deferral until the January 4, Planning Commission meeting to resolve outstanding Virginia Department Of Transportation (VDOT) comments.

Mr. Allen Murphy stated that staff concurs with the applicant's request.

Mr. Fraley opened the public hearing. Seeing no one from the public wanting to speak Mr. Fraley stated that the public hearing will remain open until the January 4 meeting.

B. ZO-0004-2011, Commercial Districts

Mr. Chris Johnson stated following the passage of the six Commercial Ordinances at the October 11, 2011 Board Of Supervisors (BOS) meeting, staff became aware of inconsistencies between the draft versions of the M-1 and M-2 Ordinances. He stated that the inconsistencies were found on the version that had been posted online prior to the September 7, 2011 Planning Commission and the paper copies of the same Ordinances that had been distributed to the Planning Commission and the BOS. He stated that due to the discrepancies, on November 22, 2011, meeting the BOS voted to rescind their approval and requested that staff reexamine the use

list in each of these districts and correct any inconsistencies that were identified. He stated that the draft versions of the M-1 and M-2 Ordinances reviewed by the Planning Commission in October included fast food restaurants as a permitted use in both districts. He stated that fast food restaurants had previously been permitted by-right in B-1, General Business district, but were not permitted in M-1 or M-2. He stated that upon additional review staff has amended the use list to make fast food restaurants a specially permitted use in the M-1 district and has removed the use from the M-2 district. He stated that staff has not made any additional changes to any of the proposed six Ordinances. He stated that at the September 7, 2011 Planning Commission meeting, the Commission voted (6-0) to recommend approval of the four commercial districts and the DRC Review Criteria Ordinances. He stated that the commission voted (5-1) to recommend approval of the Commercial Special Use Permit (SUP) Trigger Ordinance. He stated that staff incorporated elements discussed in the Business Climate Taskforce Report into the ordinances aimed at providing greater predictability and flexibility in the legislative and administrative review processes, improving communications between staff and applicants, and fostering a more business friendly environment. He stated that staff recommends that the Planning Commission recommend approval of the six ordinances.

Mr. Poole asked staff, in light of recent efforts to make the ordinances more business friendly, why fast food restaurants had been removed from the specially permitted use list in M-2. He stated that he thought it would be suitable to have this use in the district.

Mr. Johnson stated that the intent for M-2 states that this district has the most intensive uses and therefore should remain industrial in nature. He stated that there is very little land in the County with this designation. He stated that M-1 is more of a hybrid district. He stated that M-1 is generally closer in proximity to areas with higher residential traffic. He stated that staff did think that fast food restaurants would be more appropriate in this district, but on an SUP basis. He stated that staff determined by looking at the Comprehensive Plan Land Use map that there would be a very low probability that a proposal for a fast food restaurant would be approved within the M-2 district.

Mr. Fraley asked Mr. Johnson to identify the M-1 areas in the County.

Mr. Johnson stated that M-1 properties include Busch Corporate Center on McLaws Circle, the Pottery, the property along Monticello Avenue and Ironbound Road, portions of the northern area of the County near Hankins Industrial Park, James River Commerce Park, Courthouse Commons, Lightfoot, and the Outlet Mall.

Mr. Fraley stated that there already are fast food restaurants in several of those areas Mr. Johnson identified. He stated that he was trying to think of an example of a poorly placed fast food restaurant in M-1, but he could not think of any.

Mr. Johnson stated that there are some fast food restaurants that do not generate a great deal of vehicular traffic. He stated that fast food restaurants need to be evaluated on a case-by-case and location-by-location basis due to the impacts.

Mr. Fraley stated that he can recall when the commission recommended Oinkers

Barbeque near James River Commerce Park. He stated that even though this restaurant does not generate a great deal of traffic it still would trigger the commercial SUP requirement.

Mr. Johnson stated that Oinkers is a lower-intensity use; the location would not be appropriate for a retailer that would draw a higher traffic volume.

Mr. Fraley stated that he does not like the definition provided for fast food restaurants. The ordinance currently reads: "any establishment with its principle business is the sale of any prepared and rapidly prepared food directly to the customer on a ready to consume state or consumption either at the restaurant or off premises." He stated that the definition does not reference drive-thrus. He asked staff if *Starbucks* would be considered a fast food restaurant.

Mr. Johnson stated that *Starbucks* would be considered a coffee shop because the primary product is coffee.

Mr. Fraley asked if the definition will be reworked.

Mr. Johnson stated that staff can revise the definition later in the process.

Mr. Fraley asked if a reference can be made to drive-thru within the new definition.

Mr. Johnson stated that this reference would be useful.

Mr. Fraley asked if there is a way to make our regulations easier for the small, independent businessman.

Mr. Murphy stated that staff can look to achieve that with the definition.

Mr. Fraley stated that it would be helpful to relax the SUP requirements specifically for the small businessman.

Mr. Tim O'Connor asked staff what a deli versus a *Subway* is defined as.

Mr. Johnson stated that consideration would need to be made based on a eat-in or take-out facility, drive-thru or no drive-thru.

Mr. Murphy stated historically those type of uses have not been considered fast food. He stated that staff anticipates making improvements to the definition of fast food restaurant to provide greater clarity.

Mr. Fraley stated that when the discussion originally came up the Policy Committee recommended making fast food restaurants by-right in M-1. He stated that at that time staff did not object. He asked why staff changed their position on this matter.

Mr. Johnson stated that staff has been asked by the BOS to give the specific land use further consideration. He stated that at one time staff had included fast food restaurants since it is a less

intense use compared to other industrial-type uses. He stated that initially the thought was, if it is going into M-1 it might as well be included in M-2. He stated that being given the opportunity to revisit this one specific use staff determined that it is most appropriate to not include fast food restaurants in M-2 and only with an SUP in M-1.

Mr. Fraley asked why staff chose to make the distinction between B-1, by-right and M-1 requiring an SUP.

Mr. Johnson stated that there is no obvious distinction other than B-1 areas are the general commercial shopping centers where one would typically see fast food restaurants in the out-parcels.

Mr. Fraley opened the public hearing.

There being none, Mr. Fraley closed the public comment period.

Mr. O'Connor stated that the drive-thru component seems to be the greatest concern. He stated that potentially all businesses with drive-thrus should require SUP's, to include pharmacies like CVS.

Mr. Johnson stated that the primary difference is the hours of operation.

Mr. Murphy stated that one distinction between M-1 and M-2 is the hybrid nature. He stated M-1 can be found in locations that are strictly industrial as well as locations where there is greater commercial development. He stated requiring an SUP in M-1 allows the County to pick and choose the appropriate locations for fast food restaurants.

Mr. Chris Basic stated that he appreciates staff's explanation of removing fast food restaurants in M-2. He stated that staff's explanation has convinced him that this is an appropriate choice.

Mr. Krapf stated that not all drive-thrus have the same impacts. He stated that a drive-thru for a fast food restaurant would have a higher intensity than a drive-thru for a CVS. He stated that he sees a subtle distinction between M-1 and M-2 based upon the hybrid nature of M-1. He stated that he is comfortable with the proposed changes as well as the rationale used to arrive at these choices.

Mr. Al Woods moved for approval of the Commercial Districts as presented.

In a roll call vote, the Commission recommended approval (6-0; absent, Maddocks).

C. ZO-0010-2011, Wireless Communication Facilities

Mr. Luke Vinciguerra reviewed highlights of the proposed revisions to the Ordinances related to Wireless Communication Facilities (WCF) such as: regulations for multi-antenna systems such as Distributed Antenna Systems (DAS), regulations for Portable Cellular

Transmission Facilities (PCTF), clarification of building mounted/alternatively mounted antennas, clarification of the camouflaged tower provision and the elimination of the by-right camouflaged tower provision in the residential districts. He stated that at the September 15, 2011 Policy Committee meeting the committee endorsed the draft Ordinance. He stated that following the discussion the Policy Committee recommended requiring issuance of an SUP for camouflaged towers over 80 feet in residential districts and consideration of stronger language for camouflaged towers utilizing native vegetation provision. He stated that at the September 27, 2011 work session the BOS requested legislative approval for all towers in residential districts and a mechanism to extend the duration of portable cellular transmission facilities over the 90 day maximum. He stated that recommendations made by the Policy Committee and the BOS have been incorporated into the draft Ordinance. He stated that staff recommends the Planning Commission recommend approval of the ordinance revisions and the Performance Standards Policy to the BOS.

Mr. Fraley stated that he was very pleased with the draft Ordinance. He stated that monopoles (including slick-sticks) can qualify for the camouflage provisions under the buffer provision but, it will not be obvious to the public. He stated that there is a lot of discussion that has surfaced as a result of the Kingsmill cell towers that indicates that the majority of Kingsmill residents would have preferred that the towers be slick-sticks. He stated that he had asked if staff would be willing to put some language in the buffering camouflage section that would make it apparent that a monopole would qualify for this provision.

Mr. Johnson stated that staff would be more than happy to find a way to incorporate that term at least once within the provision and also within the recommended BOS policy to make it more specific. He stated that there are differences to note regarding slick-sticks and monopoles. He stated that not all monopoles qualify as slick-sticks this distinction will have to be evident in the text.

Mr. Fraley recommended that staff look at the Albemarle County policy.

Mr. Johnson stated that it may be beneficial to replicate what Albemarle County has done by providing a picture of the tower.

Mr. Fraley stated that on the chart found on page 96, "Table 1: Tower Mounted Wireless Communication Facilities" under R-4 unlike the other residential districts all towers are permitted with an SUP. He stated that he was under the impression that the tower mounted WCF's would not be permitted in any residential district.

Mr. Johnson stated that the R-4 districts require a minimum of 400 acres. He stated that Kingsmill, Ford's Colony, Governor's Land are all well in excess of 400 acres and all three have non-residential components to them. He stated because of these differences there may be an acceptable location for taller, non-camouflaged towers in R-4.

Mr. O'Connor stated that one concern that came up during the cell tower discussion with the Kingsmill residents was the noise generated by the towers. He asked if there would be regulations put in place regarding acceptable noise levels generated from any tower.

Mr. Adam Kinsman stated that the County recently adopted a new Noise Ordinance; it does apply in residential areas.

Mr. Fraley asked if it would apply to R-4.

Mr. Kinsman stated that the Noise Ordinance is not quite as precise as the WCF Ordinance.

Mr. Basic asked what Stonehouse is zoned.

Mr. Johnson stated that it is a Planning Unit Development (PUD) which has areas on its master plan designated for Planning Unit Development Residential (PUD-R) and Planning Unit Development Commercial (PUD-C). He stated that language could be added to R-4 which references areas designated on adopted master plans in R-4 communities that are designated for non-residential activity. He stated that one way of adding additional clarity would be to state that placement would be suitable in areas that are designated for non-residential activity and consistent with BOS policy.

Mr. Fraley stated that providing more guidance in the Ordinance would be preferred. He stated that applicants would prefer greater predictability.

Mr. Johnson stated that it may be inappropriate to go so far as to identify properties that are suitable for WCF's. He stated that it is not suitable to tell a private property owner that their property has been identified as a location for a future tower.

Mr. Fraley stated that the County imposes zoning on property owners. He stated that the property owner would not be forced to place a WCF on their property. He stated that they would only be informed that it is an appropriate location for a WCF.

Mr. Johnson stated that there have been discussions in the past centered on finding appropriate areas. He stated that cell tower companies will determine that they have a need for a tower with a specific rating based upon coverage demands. He stated that when the proposed location was not acceptable the County has assisted the provider in finding appropriate alternative locations.

Mr. O'Connor stated that on pages 99-100 there are three categories of architectural compatibility. He asked if there is a better way to define casual observer. He stated that the concept of the casual observer was debated during the Kingsmill cell tower discussions.

Mr. Johnson stated that it is a subjective standard. He stated that the formulated opinions of staff, our governing bodies, and the public will debate this point during the legislative process for a proposed location. He stated that it has been made clear in the past that "to the casual observer" does not mean that the tower would not be completely hidden. He stated that the question that needs to be asked is, is this a distracting feature.

Mr. Fraley stated that Mr. Johnson's response is vague. He asked if it would be better to remove the phrase from the text.

Mr. Johnson stated that staff has seldom approved camouflaged towers. He stated that by default the case is taken to a public hearing. He stated that the standard has intentionally been set high.

Mr. Basic asked what is the maximum height in R-4.

Mr. Johnson stated, 120 feet, with a 400 foot buffer.

Mr. Fraley stated that it is 120 feet, but the applicant can apply for an extension with an SUP.

Mr. Basic asked what the absolute maximum height is.

Mr. Johnson stated that there is one existing tower that is 199 feet.

Mr. Fraley opened the public hearing.

Mr. David Neiman of 105 Broomfield Circle spoke. He stated that the revised, draft Ordinance is a big improvement. He stated that towers with internally mounted antennas, or slick sticks are an improvement to many other types of towers. He stated that tower mounted antennas should not be permitted in R-4 districts; these towers make a significant visual impact. He stated that there should be a WCF Master Plan.

Ms. Dorothea Neiman of 105 Broomfield Circle spoke. She stated that more work should be done with a WCF consultant to get a high level of expertise. She stated she had reviewed some very thorough and thoughtful reports completed by different localities with the assistance of different independent consultants.

Mr. Fraley stated that with this Ordinance there are Performance Standards which is meant to be the BOS Policy. He stated that in those Performance Standards there are additional requirements beyond the 400 foot buffer. He stated that as a policy it is not in the Ordinance, making it easier to change. He stated that the policy would not have the same legal standing as the Ordinance.

Mr. Krapf asked; what is the advantage of having a second policy statement as opposed to having everything in the Ordinance. He asked if it was staff's intension to make it easier to change with technological changes.

Mr. Murphy stated that there are many aspects of the policy as written; it is subjective, allowing for some flexibility. He stated that staff does anticipate there being changes to technology. He stated that the Performance Standards Policy will go before the BOS for their adoption, hand-in-hand with the Ordinance.

Mr. Kinsman stated that adding a policy that applies to an SUP case discourages carriers from bringing in sub-standard applications to the BOS and Planning Commission. He stated that this informs applicants what the County is looking for.

Mr. Fraley stated that he sees some inconsistencies between the Performance Standards and the Ordinance.

Mr. Basic stated that he understands Mr. Fraley's concern; language like "minimal intrusion" is very vague.

Mr. Fraley stated that making it as objective as possible is most helpful for all parties.

Mr. Poole stated that he concurs. He stated that the SUP process allows the governing body to thoroughly review the application. He stated that the generalizations spelled out in the Performance Standards are helpful. He stated that he supports the Ordinance and the Performance Standards.

Mr. Fraley asked Mr. Basic if he was comfortable with having all towers permitted in R-4 (with an SUP).

Mr. Basic stated he is comfortable with the text as proposed. He stated that due to the nature of the district and the required 400 foot buffer, he sees R-4 differently.

Mr. O'Connor asked if the phrase "casual observer" will be stricken.

Mr. Fraley stated he would support it being removed.

Mr. Woods asked, if the phrase were left in would it not provide additional elements of consideration while under legislative review.

Mr. Murphy stated that the language is helpful. He stated that this phrase has been used in the past to substantiate an argument against qualifying as a camouflaged tower. He stated that in his estimation a "casual observer" is a higher test than someone that is intentionally looking.

Mr. Fraley stated that he would still like to have some illustrations and additional text to further define monopoles and slick-sticks.

Mr. O'Connor stated that he would want language added to further clarify the location of a tower within R-4.

Mr. Johnson stated that it would limit the location of a tower to an area in R-4, that is designated as something other than residential on the master plan.

Mr. Murphy stated that it would still require an SUP.

Mr. Woods made a motion to approve the draft Ordinance and Performance Standards with the addition of illustrations and text to further define monopoles and slick-sticks as well as defining placement of tower mounted WCF's to those areas designated as something other than residential within the R-4 districts.

Mr. Fraley asked Mr. Kinsman if he had any issue with the suggestion to limit placement within R-4 to those areas designated as something other than residential.

Mr. Kinsman stated that he is okay with the language.

In a roll call vote, the Commission recommended approval (6-0; absent, Maddocks).

6. PLANNING DIRECTOR'S REPORT

Mr. Murphy stated he had nothing further.

7. COMMISSION DISCUSSIONS AND REQUESTS

Mr. Fraley stated he would be covering the BOS meeting on December 15.

Mr. Fraley stated that he has asked staff to prepare for Mr. Reese Peck a certificate for his service on the Planning Commission.

8. ADJOURNMENT

Mr. Poole moved to adjourn.

The meeting was adjourned at 8:13 p.m.

Jack Fraley, Chairman

Allen J. Murphy, Secretary

REZONING-0004-2011/MASTER PLAN-0003-2011. Mason Park, Master Plan and Proffer Amendment

Staff Report for the January 4, 2012, Planning Commission Public Hearing

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.

PUBLIC HEARINGS

Building F Board Room; County Government Complex

Planning Commission:	November 2, 2011	7:00 p.m. (deferred by applicant)
Planning Commission:	December 7, 2011	7:00 p.m. (deferred by applicant)
Planning Commission:	January 4, 2012	7:00 p.m. (deferred by applicant)
Planning Commission:	February 1, 2012	7:00 p.m.
Board of Supervisors:	March 13, 2012	7:00 p.m. (tentative)

SUMMARY FACTS

Applicant: Mr. Vernon Geddy of Geddy, Harris, Franck & Hickman

Land Owner: H. H. Hunt Homes Hampton Roads, LLC

Proposal: Amend the adopted master plan and proffers to eliminate the requirement to provide detached garages for each of the proposed 15 single-family units.

Location: 1916 Jamestown Road

Tax Map/Parcel: 4640100017

Parcel Size: 9.11 acres

Existing Zoning: R-2, General Residential with proffers

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

STAFF RECOMMENDATION

The applicant has requested deferral of this case until the next Planning Commission meeting on February 1, 2012, in order to resolve outstanding VDOT comments associated with the case. VDOT is currently reviewing revised materials submitted on November 18, 2011 for compliance with the 2005 Subdivision Street Requirements (SSR). Staff concurs with the applicant's request to defer consideration of this application.

Staff Contact: Jose Ribeiro, Planner Phone: 253-6685

Attachments:

1. Applicant's deferral request

Jose Ribeiro

From: Vernon Geddy [vgeddy@ghflaw.com]
Sent: Tuesday, December 27, 2011 11:18 AM
To: Jose Ribeiro
Cc: Mike McLendon; Peters, James S
Subject: Mason Park

Jose, I am writing to confirm our conversation this morning. You and Chris indicated you had not received the response from VDOT to our revised submittal by your cut off for the January Planning Commission meeting. Accordingly, we request the case be deferred until the Commission's February meeting. Thanks, Vernon

Vernon M. Geddy, III
Geddy, Harris, Franck & Hickman, LLP
1177 Jamestown Road
Williamsburg, Virginia 23185
757-220-6500 (office)
757-229-5342 (fax)
vgeddy@ghflaw.com

Disclosure Required by Internal Revenue Service Circular 230: This communication is not a tax opinion. To the extent it contains tax advice, it is not intended or written by the practitioner to be used, and it cannot be used by the taxpayer, for the purpose of avoiding tax penalties that may be imposed on the taxpayer by the Internal Revenue Service.

SPECIAL USE PERMIT-0011-2011. American Pride Automotive. Staff Report for the January 4, 2012, Planning Commission Public Hearing

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.

PUBLIC HEARINGS

Building F Board Room; County Government Complex

Planning Commission: January 4, 2012 7:00 p.m.
Board of Supervisors: February 14, 2012 (tentative) 7:00 p.m.

SUMMARY FACTS

Applicant: James Peters, AES Consulting Engineers
Land Owner: Wayne M. Beverly
Proposal: To allow automobile service and the sale of vehicles.
Location: 7793 Richmond Road
Tax Map/Parcel Nos.: 1240100050
Parcel Size: .79 acres
Zoning: B-1, General Business
Comprehensive Plan: Mixed-Use (Toano)
Primary Service Area: Inside

STAFF RECOMMENDATION

Staff finds the proposal to have minimal additional impacts over the previous use of the property and is generally compatible with the 2009 Comprehensive Plan. Staff recommends the James City County Planning Commission recommend approval of this application with the attached conditions to the Board of Supervisors.

Staff Contact: Jason Purse

Phone: 253-6685

PROJECT DESCRIPTION

Mr. James Peters has applied on behalf of American Pride Automotive for a Special Use Permit to allow automobile service and the sale of vehicles on a parcel zoned located at 7793 Richmond Road and zoned B-1, General Business. A Special Use Permit is required for automobile service stations, as well as the sale of vehicles, in the current B-1 district.

Project History

An existing 5,000 sq. ft. building is located onsite and is currently being used by a church. The building was originally constructed as a part of the Pop's Marine boat sales and repair facility that closed in June of 2010. The Master Plan shows the 5,000 sq. ft. building with 4,000 sq. ft. dedicated to service and 1,000 sq. ft. for office and customer accommodations. The existing boat lift will be removed from the site. An existing metal storage container will remain onsite adjacent to the main structure. Although the container is currently located inside the side yard setback, it has been determined to be a lawfully non-conforming accessory structure by the Zoning Administrator. Given the existing screening from adjacent properties as well as screening (see also condition #7) from the Community Character Area the container will have less impact on the surrounding area than if it is moved to an alternate location onsite.

The application also proposes 16 parking spaces be used for the sale of automobiles. These spaces were not counted for the purposes of meeting the parking requirements of the zoning ordinance. A vehicle sales condition (condition #3) has been included in order to ensure the required number of parking spaces will always be available so as to limit the potential impact of sales as a secondary use to the automobile repair service.

PUBLIC IMPACTS

Environmental

Watershed: Yarmouth Creek (sub-watershed 102)

Conditions:

- **Existing BMP:** Prior to the issuance of building permits for the proposed use, all required maintenance will be performed to the existing on-site BMP and outfall pipe to ensure proper operation and evidence will be provided to Engineering and Resource Protection that an Inspection and Maintenance Agreement either exists for this facility that transfers to the new owner or one will be provided. Maintenance shall be to satisfaction of the Director of Engineering and Resource Protection.

Staff Comments: The Engineering and Resource Protection Division has no comments on the Master Plan or Community Impact Statement at this time. However, prior to final site plan approval the applicant will need to demonstrate that the existing BMP is operational and that all of the maintenance is up-to-date.

Public Utilities

The site is located inside the Primary Service Area, and is currently served by public water and sewer.

Conditions:

- **Water Conservation:** The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority (JCSA) prior to final site plan approval. The standards may include, but shall not be limited to such water conservation measures as limitations on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials including the use of drought tolerant plants, warm season grasses, and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.

JSCA Staff Conclusions: The JCSA has reviewed the proposal and concurs with the Master Plan and conditions as proposed.

Traffic

The proposed automobile service and sale of vehicles is expected to generate approximately 20 vehicle trips per hour during the weekday P.M. peak hour. Since the number of vehicle trips is calculated based on building square footage, and the building is not changing in size the peak hour trip generation is similar to the previous use. Since a commercial entrance was already in existence, and the number of trips is not substantially different from the previous use no changes are proposed with respect to the existing entrance.

COMPREHENSIVE PLAN

The site is identified by the 2009 Comprehensive Plan as Mixed-Use (Toano). Principal suggested uses include moderate density residential development, neighborhood scale commercial establishments, and small office developments.

The Comprehensive Plan also recommends redevelopment of existing residential areas and commercial development. The following principles, as recommended by the approved Community Character Area Design Guidelines, should guide streetscape and building designs in this area:

- Highlight and honor history
- Encourage appropriate growth that enhances unique small town character;
- Preserve open space: establish communal greenspace;
- Enhance pedestrian and bicycle environment while slowing vehicular traffic; and
- Improve streetscape and landscape to create a sense of place.

The proposed use will meet the goal of encouraging redevelopment. In order to help preserve the community character of the area the applicant will plant the existing 9' landscaping strip along Richmond Road with enhanced landscaping. The applicant also proposes unique signage that will fit the character of Toano. Since the application is proposing reusing the existing structure onsite and is not proposing any additional impervious cover it will have minimal impact on the surrounding Community Character Area. The automobile service operation will be limited to the fully enclosed building, so there will be similar impacts to the previous Pop's Marine operation. Limits have been placed on the automotive sales operation (condition #3) that helps preserve the character of Toano.

Overall, this project proposes redevelopment of an existing site and a return to commercial use, while limiting additional new impacts over the previous use. The added control with respect to the architectural design of any future building design, enhanced landscaping, screening of objectionable features, and the lighting controls will all help to ensure the goals of the Toano Community Character Design Guidelines. Staff finds this proposal meets goals of the Comprehensive Plan.

RECOMMENDATION

Staff finds the proposal to have minimal additional impacts over the previous use of the property and is generally compatible with the 2009 Comprehensive Plan. Staff recommends the James City County Planning Commission recommend approval of this application with the following conditions to the Board of Supervisors.

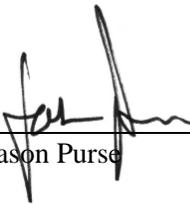
1. **Master Plan:** This Special Use Permit (the "SUP") shall be valid for an automobile service station (with major repair limited to a fully enclosed building) in the existing 5,000 sq. ft. building, as well as the sale of vehicles on the property located at 7793 Richmond Road and also identified as James City County Tax Parcel Number 1240100050 (the "Property"). Development and use of the Property shall be generally in accordance with and bound by

the Master Plan entitled “Master Plan American Pride Automotive”, prepared by AES Consulting Engineers and dated November 22, 2011 (the “Master Plan”), with such minor changes as the Director of Planning determines does not change the basic concept or character of the development.

2. Change of Use Site Plan: A change of use site plan shall be required for this project and shall receive final approval prior to the commencement of operation of the automobile service or sale of vehicles.
3. Vehicle Sales: Required parking spaces shall be clearly delineated on the site plan. No vehicles intended for sale shall be displayed in those spaces. Additional advertising for the car sales shall be limited to windshield displays in the vehicles to be sold. No banners, additional lighting, bull horns, loud speakers, open hoods, or any additional means of advertising the cars shall be utilized.
4. Commencement of Use: Use of the property as described in the SUP shall commence within 36 months from the date of approval of this SUP or this permit shall be void. Use shall be defined as obtaining business license (s) for permitted uses and obtaining any required building permits from the Building Safety and Permits Department of James City County.
5. Architectural Review: Any changes to the exterior façade of the building, including building materials, colors or design, shall be submitted to the Director of Planning or his designee for review and approval. The purpose of this condition is to ensure that the existing and proposed structures on the Property are uniform and that design, materials, and colors have minimal visual impact, and are compatible with other structures in the Toano Community Character Area.
6. Lighting: All new exterior lighting fixtures, including building lighting, on the Property shall have recessed fixtures with no lens, bulb, or globe extending below the casing. In addition, a lighting plan shall be submitted to and approved by the Planning Director or his designee, which indicates no glare outside the property lines. All light poles shall not exceed 20 feet in height unless otherwise approved by the Director of Planning prior to final site plan approval. “Glare” shall be defined as more than 0.1 foot-candle at the property line or any direct view of the lighting source from the adjoining properties.
7. Dumpsters and Storage Containers: All dumpsters and storage containers visible from any public street or adjoining property shall be screened with landscaping or fencing approved by the Director of Planning or his designee prior to final site plan approval.
8. Existing BMP: Prior to final approval of the change of use site plan, all required maintenance will be performed to the existing on-site BMP and outfall pipe to ensure proper operation and evidence will be provided to Engineering and Resource Protection that an Inspection and Maintenance Agreement either exists for this facility that transfers to the new owner or one will be provided. Maintenance shall be to satisfaction of the Director of Engineering and Resource Protection.
9. Landscaping: A landscaping plan shall be approved by the Director of Planning prior to final site plan approval for this project. The landscaping plan shall include enhanced landscaping at least 9 feet in width along Richmond Road to help buffer service activities from the Community Character Corridor. Enhanced landscaping shall be defined such that the required size of plants and trees equals, at a minimum, 125 percent of the size requirements of the James City County Landscape Ordinance.

10. Water Conservation: The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority (JCSA) prior to final site plan approval. The standards may include, but shall not be limited to such water conservation measures as limitations on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials including the use of drought tolerant plants, warm season grasses, and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.

11. Severance Clause: This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.



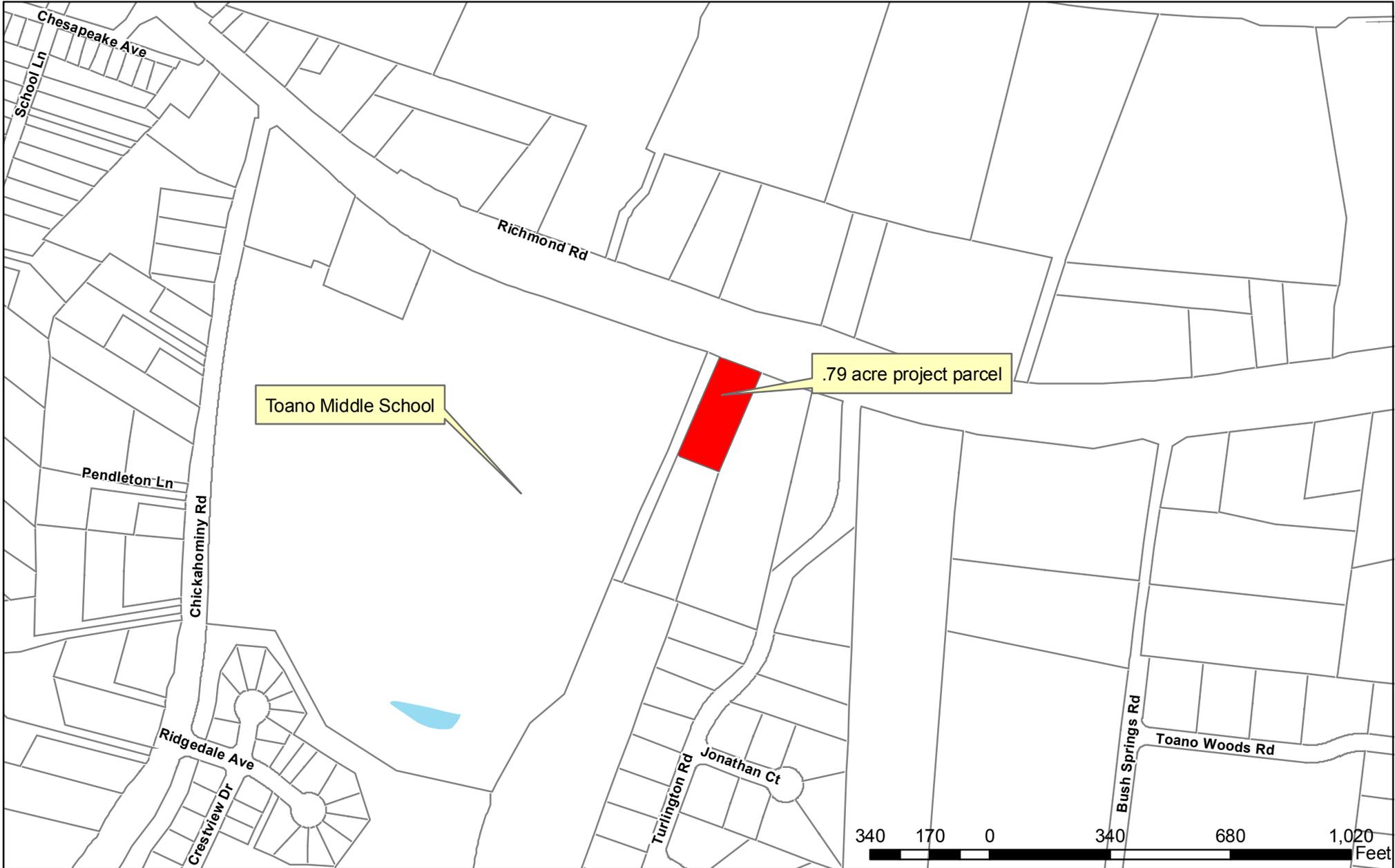
Jason Purse

ATTACHMENTS:

1. Location Map
2. Master Plan (under separate cover)
3. Community Impact Statement (under separate cover)

SUP-0011-2011

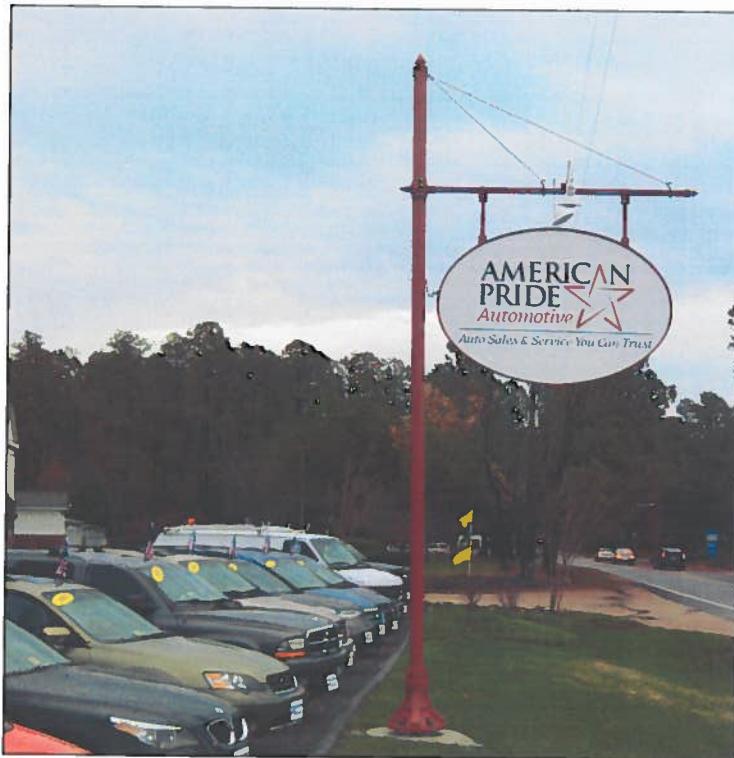
American Pride Automotive



Community Impact Study

For

American Pride Automotive of Williamsburg



November 16, 2011

Prepared By



5248 Olde Towne Road, Suite 1
Williamsburg, Virginia 23188
757-253-0040
www.aesva.com

I. INTRODUCTION

American Pride Automotive and American Pride Auto Sales opened their first James City County location on Airport Road in September of 2009. Their original location continues to operate on Route 17 in York County. American Pride Automotive now seeks to open a second establishment in James City County at the former site of Pop's Marine in Toano. Charlie Marcotte, the owner, has a business philosophy that is commonly preached by others but not often practiced, that is, to "build your business with integrity while giving back to the community that supports you". The proof of his success is in the words of his customers found in the form of Google reviews and on the many cards and letters hanging on their showroom walls.

American Pride's service to the community is best exemplified by their long running Family Service Day. This program provides free vehicle service for single parent families as well as military families where a spouse is deployed. American Pride actively supports Avalon's shelter for women and children, Grove Outreach, and the Lackey Free Medical Clinic. These good works have been recognized by the Chief of Naval Operations with the receipt of the highly regarded Seven Seals Award reserved for businesses that support the operations of military personnel.

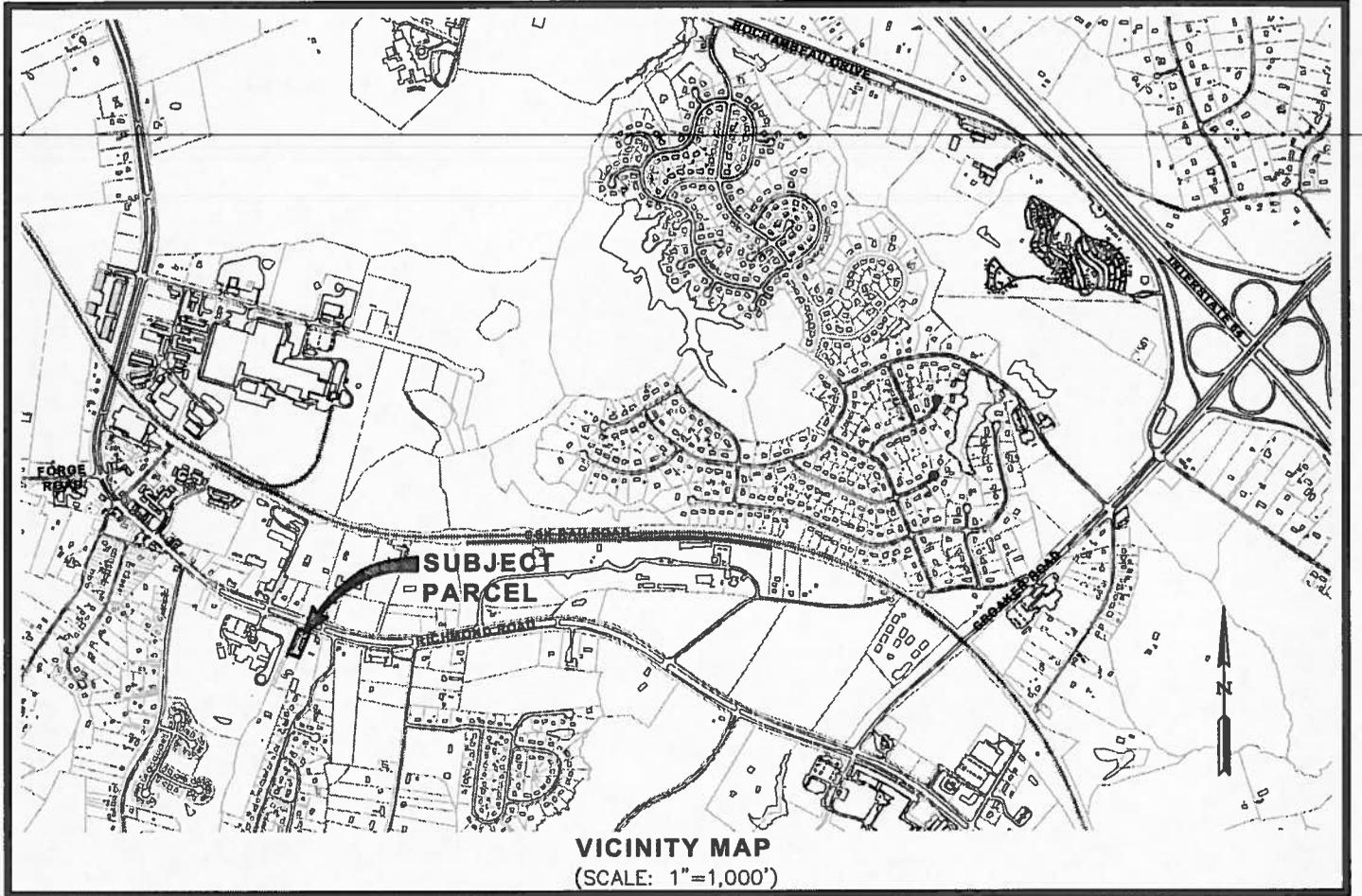
In November of 2011 American Pride was recognized by the Governor of Virginia, Robert McDonnell, as a key creator of jobs in Virginia.

On behalf of American Pride Automotive of Williamsburg, AES Consulting Engineers requests a Special Use Permit to accommodate this second establishment in James City County for vehicle sales, display, and repair (all repair confined to the inside of the building) on the former site of Pop's Marine in the Toano area of James City County. The 1.14 acre Pop's Marine site was operated as a boat sales, display, and repair facility until it closed in June of 2010. The Special Use Permit is required because vehicle sales, display, and service is not a by-right use in the B-1 district. The property is located on Route 60 (Richmond Road) east of Toano Middle School and south of Charlie's Antiques. The existing facilities include a 5,000 square foot building, an access drive, parking lot, an outdoor boat lift to be removed, and a storm water detention basin. The Master Plan shows the 5000 square foot building with 4000 square feet dedicated to service and 1000 square feet for office and customer accommodations. The two existing restrooms will remain and one additional handicapped accessible restroom may be added to serve clients. One additional bay door will be added to provide a total of six service bays. A single pole-mounted sign will be located at the site entrance identifying American Pride Automotive. An existing metal storage container is to remain on the site and the Master Plan identifies two options for its location.

II. THE PROJECT TEAM

The following organizations are involved in the planning and development of the subject property.

- Owner/Operator Charlie Marcotte, American Pride Automotive of Williamsburg,
- Civil Engineer/
 Land Planning AES Consulting Engineers - Williamsburg, VA



III. ANALYSIS OF EXISTING PUBLIC FACILITIES AND SERVICES

A. WATER & SANITARY SEWER

Water service is currently provided by the James City Service Authority (JCSA) from a 12" water line at Route 60. Wastewater generated by the project is connected via an owner maintained grinder pump to a 1-1/2" force main (owner maintained) which connects to a 6" JCSA force main at Route 60. The existing private pump station will be maintained by the owner as required by James City County and the Virginia Health Department.

B. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES (EMS)

There are currently five fire stations providing fire protection and Emergency Medical Service (EMS) to James City County. Each station is located within the County to achieve an emergency response goal of six minutes or less. Every station is staffed by three shifts of career and volunteer Firefighters. Station crews are responsible for the pre-planning of target hazards in their area as well as safety inspections of private businesses within the response district

In addition, there exists a mutual aid agreement with the City of Williamsburg and York County for backup assistance. The location of the project allows for coverage by #1 station located on Forge Road in Toano, which is less than one mile away.

C. SOLID WASTE

The property will generate solid waste that will require collection and disposal to ensure a safe and healthy environment. Collection of solid waste will continue by private contract with reputable haulers acting in accordance with local health standards. This waste will be transported to the James City County Solid Waste transfer station. All vehicle waste fluids will be retained in double wall containers and recycled through Noble Oil, Inc. All scrap metal will be recycled through Sims Metal, Inc. Used tires are to be recycled through Joseph Harris Tire Disposal, Inc. All parts are washed in self-cleaning hot aqueous parts washer serviced through Nobel Oil, Inc.

D. GAS AND ELECTRICITY

Electricity is supplied by Dominion / Virginia Power and the site has access to natural gas which has been brought to the adjacent Toano Middle School located along the west property line of the site.

E. TRAFFIC

The proposed vehicle sales display and service center is expected to generate approximately 20 vehicle trips per hour during the weekday P.M. peak hour. This number is estimated using a trip generator of 4.1 trips per 1000 square feet of gross floor area (5000 sf bldg) for an Automobile Care Center, Land Use 942. This information was taken from the 7th Edition of Trip Generation published by the Institute of Transportation Engineers.

IV. STORMWATER MANAGEMENT

The site is served by an existing stormwater detention facility. The facility requires some minor maintenance (removal of leaves and debris, cleaning inlets, etc...) but otherwise is functioning properly. The current runoff from the site is directed via existing concrete and timber curbs, grass swales, and a concrete drainage channel to a detention basin at the rear of the site. During normal rain events, the detention facility drains through a low-flow orifice. During heavy rain events, water overtops the facility. In both cases the water enters a 15" pipe and is carried to an outfall on Turlington Road to the east of the site.

V. ENVIRONMENTAL STUDIES

Existing Conditions

The property has few environmental resources related to physiography, drainage, vegetation cover, and historical land use. The environmental attributes of the property are described in the sections that follow.

a. Topography

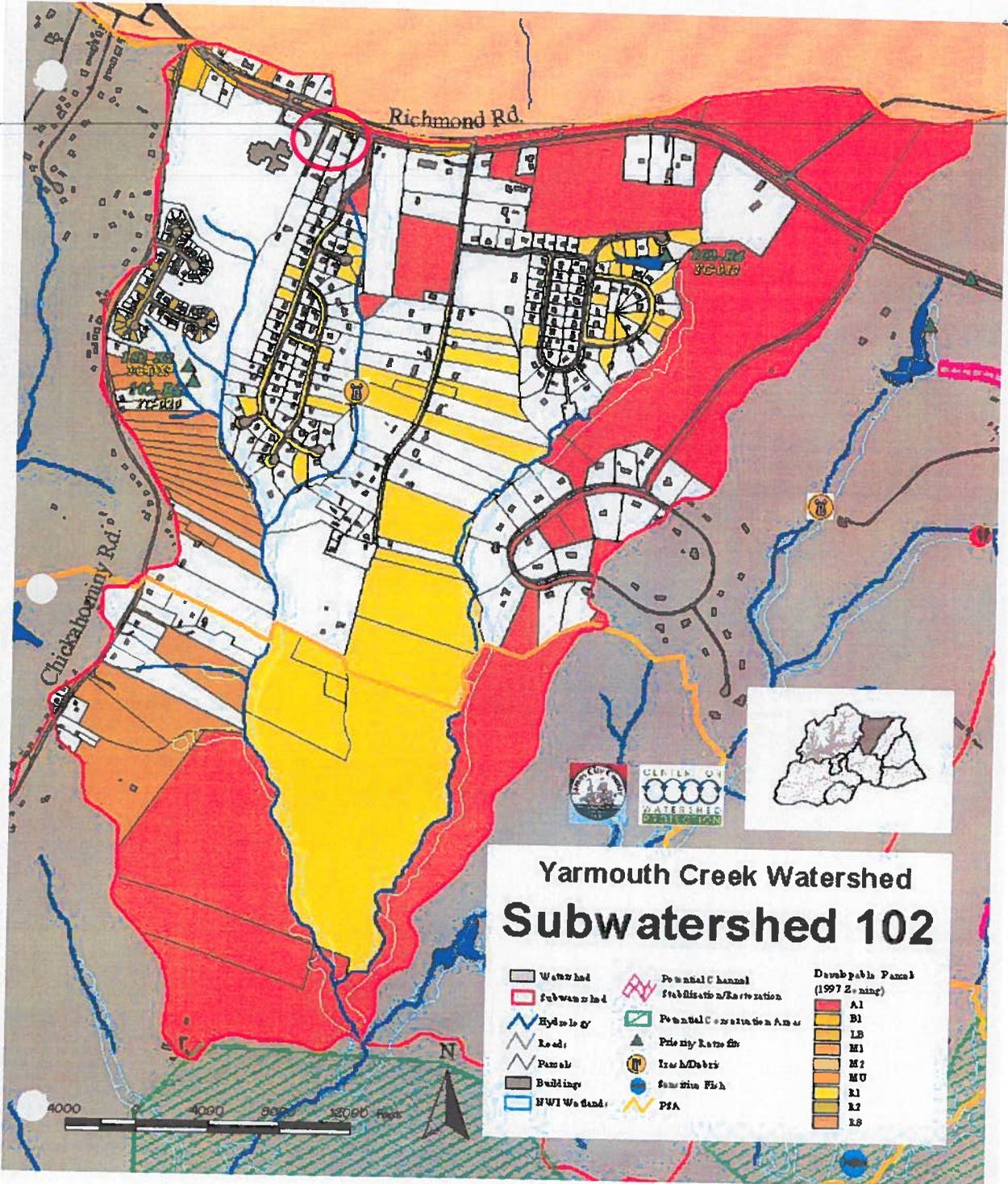
The topography of the site gently slopes from northeast to the south and elevations on the property range from 109 at Route 60 to 105 at the detention basin.

b. Soils

The *Soil Survey of James City and York Counties and the City of Williamsburg, Virginia* (USDA 1985) maps several soil types within the Chesapeake Retail property boundary. The retail site is situated on well-drained soils (e.g. Slagle, Suffolk). Shrink-swell potential is low in all soils mapped within the site boundary, and the erosion hazard potential is slight in all soils.

c. Surface Water

The site is within Subwatershed 102 of the approved Yarmouth Creek Watershed Plan. The site is not located adjacent to any tributaries or wetlands associated with Yarmouth Creek and has had no substantial impact on the watershed.



d. Wetlands

No jurisdictional wetlands are evident on the property.

e. Floodplains

Information and technical data published by the Federal Emergency Management Agency (FEMA) were reviewed to determine the extent of the 100-year floodplain within the site. General limits of the 100-year floodplain are derived from the Flood Insurance Rate Map for James City County, Virginia. No portions of the retail site lie within the FEMA determined 100-year floodplain limits.

f. Chesapeake Bay Preservation Areas

The Chesapeake Bay Preservation Areas (CBPA) ordinances for James City County mandate that CBPA's be mapped in association with site development. CBPA's include both Resource Protection Areas (RPA) and Resource Management Areas (RMA). The definition of RPA as outlined in the James City County Ordinance includes "tidal waters, tidal shores, non-tidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow, and a 100-foot wide [vegetated] buffer" located adjacent to and landward of other RPA components. No RPA features are present on the subject property; however, James City County has been designated as a RMA in its entirety and no new development is proposed with this application.

g. Vegetation

Trees and shrubs were planted with the original sales, display, and repair facility. No existing, specimen trees are located on the site. No existing trees will be affected by the change of use. The site has been previously developed and no green areas are affected by the proposed change of use.

h. Wildlife

No resident wildlife was observed on site.

i. Rare, Threatened and Endangered Species

Information concerning Virginia's threatened and endangered species, rare species, and unique natural communities is available from the databases maintained by the Virginia Department of Game and Inland Fisheries (DGIF), the Virginia Department of Conservation and Recreation Division of Natural Heritage (DCR), and/or the United States Fish and Wildlife Service (FWS). Based upon the data from DGIF, two federally listed species have been confirmed to occur in James City County. These include the bald eagle (*Haliaeetus leucocephalus*) and the small whorled pogonia (*Isotria medeoloides*). This site does not contain the habitat to support either species.

j. **Cultural Resources**

According to the JCC Planning Staff, the site is not located in a highly sensitive area on the JCC Archaeological Assessment.

Summary and Recommendations

In conclusion there are no significant environmental or cultural resources present on the site. Existing stormwater run-off will be unaffected by this change of use. The proposed change of use is consistent with the General Business (B-1) Zoning District and the James City County Comprehensive Plan and the scope of the expansion will impose no additional impacts on existing infrastructure.

MEMORANDUM

DATE: January 4, 2012

TO: Planning Commission

FROM: Luke Vinciguerra, Planner
Jason Purse, Senior Planner II

SUBJECT: FY 2013 Capital Improvements Program (CIP)

The Policy Committee ("Committee") annually ranks Capital Improvements Program (CIP) requests submitted by various County agencies. The purpose of this task is to provide guidance to the Board of Supervisors ("Board") regarding priority projects during the budget process. After a series of meetings to discuss and rank CIP requests, the Committee, in conjunction with staff, is forwarding its recommendations for Fiscal Year 2013 to the Planning Commission ("Commission") for consideration.

The Committee uses a standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Committee members were then averaged to produce the Committee's final score and priority. A sample ranking criteria sheet is attached for reference (see Attachment 1).

The CIP project requests are grouped into the following general funding categories:

- *Group I:* New projects with FY13 funds requested. Some of these candidate projects may have been previously evaluated by the Committee but were not adopted in current CIP.
- *Group II:* Projects already approved for funding in the adopted CIP for FY13.
- *Group III:* Projects requesting funding in outlying fiscal years already approved in the current CIP.
- *Group IV:* New projects requesting funding in outlying fiscal years not currently in the CIP.

The projects are listed from highest to lowest within their prospective category; however, the priority numbers and scores are reflective of all the projects in the four groupings (i.e., overall priority one is in group four).

Attachment 2 groups the CIP requests and contains a summary of the CIP projects, scores, and rankings. This is the document that is forwarded to the Board showing the Commission's priorities. Maintenance, repair, refurbishment, or replacement items are not evaluated by the Committee, but are included in Attachment 3 for the Commission's reference.

In order to get a more complete overview of the capital budget, the Committee requested that the Virginia Department of Transportation's ("VDOT") Secondary System Construction Program be included in this packet. This information can be found in Attachment 4.

RECOMMENDATION:

At its December 12, 2011 meeting, the Committee unanimously recommended forwarding the following FY13 Capital Improvements Program priorities to serve as a recommendation to the Board of Supervisors. The top 11 projects selected in terms of ranking are:

1. Fire Station 1 renovation
2. Landfill debris pad
3. Mill Creek watershed restoration, Phase I
4. Jamestown Beach Park entrance, parking, and restroom facility
5. New Horizons contribution *
6. School bus safety equipment (in-bus cameras) #
6. Greenways funding #
8. School backflow preventers
9. Powhatan Creek watershed restoration
10. General Services Headquarters building
11. Shaping Our Shores at Chickahominy Riverfront Park

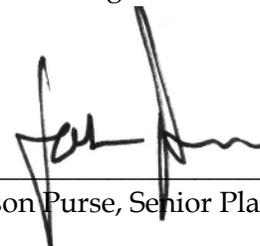
** Project was determined by the Policy Committee to meet Special Consideration Criteria A - "an immediate legislative, regulatory, or judicial mandate..."*

#These two projects received equal rankings from the Policy Committee, so therefore share the number six priority.

Staff recommends that the Planning Commission forward these priorities to the Board of Supervisors for consideration during the budget process.



Luke Vinciguerra, Planner



Jason Purse, Senior Planner II

Attachments:

- 1.) Policy Committee ranking criteria
- 2.) Policy Committee Capital Improvement Program rankings
- 3.) FY13-Capital Maintenance Program Spreadsheet
- 4.) Secondary System Construction Program
- 5.) Unapproved Policy Committee minutes from December 6, 2011
- 6.) Unapproved Policy Committee minutes from December 12, 2011

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA James City County Planning Commission

SUMMARY

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

A. DEFINITION

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

B. PURPOSE

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

C. RANKINGS

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

D. FUNDING LIMITS

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

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

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

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

E. SCHEDULING OF PROJECTS

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

CIP RANKING CRITERIA

Project Ranking By Areas of Emphasis

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

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

Scoring Scale:

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

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

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

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

Scoring Scale:

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

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

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

Scoring Scale:

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

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

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

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

Scoring Scale:

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

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

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

Scoring Scale:

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

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

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

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

Scoring Scale:

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

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

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

Scoring Scale:

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

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

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

Policy Committee Capital Improvement Program Rankings														
REVISED 12/28/11 <i>Non-maintenance items</i>														
ID#:	Applying Agency:	Project Name:	Project Description	FY13 Requested \$	FY14 Requested \$	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	Total Requested \$	Agency Ranking	Previous PC Score:	PC Score (FY13):	Special Considerations	Priority
Group I: New Projects with FY13 Funds Requested (projects not adopted for funding in FY12 budget. May have been reviewed by PC previously)														
B	General Services	Landfill Debris Pad	This project consists of three components that will increase operation efficiency and reduce pollution at the Jolly Pond Convenience Center. Currently, vegetative debris is dropped off by residents and loaded for transport to a grinding location in an unpaved depression at the rear of the center. During wet conditions, drainage from the center and from Jolly Pond Road flows through this area making operating conditions very difficult for citizens and staff. During those times, excess sediment flows downstream and leaves this site. Also, drop off for recycling of used oil, antifreeze, and batteries takes place near this same area. That condition is not consistent with requirements of the County's MS4 permit. This project will include a paved pad under this debris and recycling areas, new drainage piping to bypass road drainage around the area, and a new water quality basin downstream of the area to treat runoff.	82,000					82,000	1 of 9	New	70		2
P	Parks & Rec	Jamestown Beach Park- Entrance, parking and restroom facility	Restroom facility, repair to entrance road, gravel parking and walkway to beach, signage and bollards.	110,000					110,000	1 of 21	New	63		4
H	Schools	Bus Safety Equipment		52,674	52,674	52,674	52,674	52,674	263,370	T1	New	60		6
O	Parks & Rec	Greenways	Planning, development and improvement of trails and greenways consistant with Greenways Master Plan and the county's previous commitment to annually fund this program.	50,000	50,000	50,000	50,000	50,000	250,000	11 of 21	52.8	60		6
G	Schools	BackFlow Preventers		50,000					50,000	T1	New	58		8
D	Stormwater	Powhatan Creek Watershed Restoration and Improvement Program	Project will restore 300 LF of degrading stream channel between Scotts Pond Dr and Essex Court and will restore 1400 LF of failed concrete drainage swales and stream channel in the Windsor Forest neighborhood. The restoration activities will protect citizens and property and improve water quality by protecting exposed sanitary sewer laterals and reducing sediment loads in the Powhatan watershed. The Project will also upgrade the existing, inadequate drainage system in the Pheasant Run neighborhood to alleviate stormwater entering structures.	400,000	50,000	150,000			600,000	3 of 9	New	56		9

A	General Services	General Services Headquarters Building	Replace existing space in two buildings with a modern, efficient consolidated facility. All Divisions of General Services, except Fleet, would be housed in the building. The buildings now occupied by Facilities, Grounds, and GS Administration were built for other purposes in the 1970's and 1980's. While some capital maintenance was done and a minor addition was added in the 1990's, the metal type buildings have exceeded their expected life span. Building shells, roofs, HVAC, and electrical systems require high levels of maintenance just to maintain the current inadequate service. Energy usage is very high per square foot and will remain high as long as the buildings are used.	516,704	5,167,040				5,683,744	5 of 9	54.4	55		10
E	Stormwater	Skiffes Creek Watershed Restoration and Improvement Program (Grove Outfalls Drainage & WQ Improvements)	Project will protect citizens and property and improve water quality by installing adequate drainage systems along both north and south sides of Route 60 in the vicinity of Church St to alleviate existing flooding, support future development/redevelopment, and provide stormwater management.	200,000			1,650,000	1,150,000	3,000,000	6 of 9	New	53		12
N	Parks & Rec	Warhill Sports Complex Basketball Courts	Complete project with acrylic surfacing, lights and picnic shelters.	190,000					190,000	2 of 21	50.2	50		16
I	Schools	Security Card Access System		120,000	70,000	70,000	70,000		330,000	T1	45.25	49		18
F	Stormwater	Ware Creek Watershed Restoration and Improvement Program (Toano Outfalls Drainage & WQ Improvements)	Project will protect citizens and property and improve water quality by installing adequate drainage systems along the north side of Route 60 in the vicinity of Cokes Lane to the CSX crossing to alleviate existing flooding, support future development/redevelopment, and provide stormwater management. At this time the CSX tracks impede drainage and there is no adequate outfall for stormwater.	150,000					150,000	9 of 9	New	46		25
C	FMS	Citizen Relationship Management	The purpose of 3-1-1 access is to divert non-emergency inquiries away from the 9-1-1 emergency service as well to provide a valuable community service to residents. Common inquiries made to 3-1-1 call centers may include the reporting of debris on a roadway, notifying city officials of broken street lights or asking questions regarding trash pick-up, bus schedules or other municipal services.	150,000					150,000	1 of 1	New	45		26
J	Schools	Technology	This includes a refresh/update/replacement of all the instructional computers in the division. FY13 is ES, 14 is HS and 15 is MS.	750,000	767,000	647,000	416,000	750,000	3,330,000	T2	54.4	44		27
K	Schools	Food Court for Lafayette		335,665					335,665	T4	New	42		32
M	Schools	Food Court for Jamestown		408,745					408,745	T4	New	42		32
L	Schools	Science Pavilions for Lafayette	The are large shelters that would be built along the proposed new walkway to the Warhill Sports Complex.	206,565					206,565	T4	New	35		53
Group II: Projects Already Approved for FY13 Funding in FY12 Adopted Budget														
B2	Stormwater	Mill Creek Watershed Restoration and Improvement Program Phase I	Project will stabilize an eroding outfall and channel and provide energy dissipation adjacent to Braddock Ct; complete design & permitting for water quality and drainage improvements in the Brook Haven neighborhood, reducing the opportunity for stormwater to enter structures and erode property; upgrade and expand the Colony Square BMP to better manage stormwater volume, stabilize 800 LF of degrading channels along Winston Terrace; restore and stabilize channels in the James Square and Old Colony Office Park; and provide a stormwater outlet for properties along Upper Lake Powell Rd. Each of these actions address a water quality hotspot in the Mill Creek watershed.	939,000	1,522,000				2,461,000	2 of 9	not ranked	66		3
B1	Schools	New Horizons Contribution	Assessment for WJCC's portion of facility improvements for regional vocational/technical education facility.	82,331					82,331	T3	100	61	A	5
Group III: Projects Only Requesting Funding in Outlying Fiscal Years in Approved FY12-FY16 CIP (these have been reviewed by PC previously)														
C3	Parks & Rec	Warhill Sports Complex Phase 5	Completion of baseball area with 1 field, 2 picnic areas with shelters, restrooms, and parking.				170,000	1,530,000	1,700,000	6 of 21	43.5	51		14
C2	Parks & Rec	JCWCC Park - Parking Expansion/Closing of Asbury Road	Additional parking and lighting for facilities on Community Center park property.			600,000			600,000	10 of 21	58	47		23

Group IV: New Projects Only Requesting Funding in Outlying Fiscal Years (not previously reviewed by PC)													
D1	Fire	Fire Station 1 Renovation/ Expansion/ Replacement	This proposal is to renovate/replace the current station such that the new facility will: accommodate more equipment than the current facility, including larger/more modern fire apparatus; contain additional dormitory rooms to better address the changing gender composition of the emergency response staff and to segregate staff on staggered shifts as well as to increase the overall capacity of the facility; upgrade the structure architecturally to be on par with other facilities in the County in terms of efficiency, environmental impact, aesthetics, systems performance and safety; and meet current IT standards for infrastructure and equipment.		100,000	3,900,000			4,000,000	1 of 1	New	73	1
D14	Parks & Rec	Shaping Our Shores Pre-design Planning at Chickahominy Riverfront Park-Survey, Traffic Analysis, Rezoning, and Archeological Investigations, boat ramp parking, primitive campsite improvements, shoreline stabilization			1,610,000			1,610,000	4 of 21	47.8	54		11
D21	Stormwater	Mill Creek Watershed Restoration and Improvement Program Phase 2	The 2nd Phase of the Mill Creek Watershed Restoration project will install a new stormwater management facility in Brook Haven and restore 1,100 LF of eroding channels.			1,524,000		1,524,000	4 of 9	n/a	52		13
D4	Parks & Rec	Community Center Park Restroom Facility, Safety Netting, Concession Pad	To meet the increasing need of participants and families utilizing the athletic fields and newly installed playground. Current use of portable toilets will not meet ADA needs of playground users and increased use of athletic fields. Safety netting will be utilized to prevent balls from hitting community center, and walking path around the park.		300,000	330,000		630,000	14 of 21	New	51		14
D28	Schools	Equity Conversion for Blair	A number of design/construction issues necessary to bring Blair into basic equity with the other middle schools, especially Hornsby. This would include additional science labs and some classroom expansions				1,765,595	1,765,595	T2	New	50		16
D13	Parks & Rec	Shaping Our Shores Phase 1 improvements for Jamestown Beach Park	Implement Phase 1 of approved Shaping our Shores Master Plan			290,000	2,610,000	2,900,000	12 of 21	New	49		18
D19	Stormwater	College Creek Watershed Restoration and Improvement Program (James Terrace Drainage & WQ Improvements)	Project will protect citizens and property and improve water quality by installing a new stormwater management facility to treat 60 acres of unmanaged stormwater in older neighborhoods.				400,000	400,000	7 of 9	New	49		18
D12	Parks & Rec	Warhill Sports Complex Park Operations Facility	6,000 sq ft visitor center/office/ storage facility for park operations staff.			210,000	1,890,000	2,100,000	6 of 21	45.4	48		21
D20	Stormwater	Yarmouth Creek Watershed Restoration and Improvement Program	Project will protect property and improve water quality by stabilizing, restoring and enhancing 3000 LF of degrading stream channel and retrofitting 3 existing BMPs in the Yarmouth Creek headwaters. Hydrocarbon treatment will be utilized in one of the BMP upgrades.		120,000	150,000	252,000	522,000	8 of 9	New	48		21
D26	Schools	Reconversion of Blair					830,900	830,900	T3	New	47		23
D2	Parks & Rec	Community Center Park Phase 2 Improvements	Tower site improvements include picnic shelters, sidewalk, playground, restroom/concession/storage facility, and expansion of current skatepark to include fencing and lighting.		550,000	500,000		1,050,000	9 of 22	46.2	44		27
D6	Parks & Rec	Freedom Park Phase 3	Implement phase 3 of the Freedom Park Master Plan to include development of passive recreation facilities: Amphitheater, 3 picnic areas, playground, open meadow, trails, earthen dam, loop road and picnic loop parking.			2,785,000	2,785,000	2,785,000	5 of 21	42.8	44		27
D16	Parks & Rec	Warhill Sports Complex Multi Use Walking Paths	Create level and even surface paths for recreational walkers, runners, strollers, etc in high use areas to increase safety and after dark opportunities with field light spill over			140,000	1,260,000	1,400,000	19 of 21	44.4	44		27
D10	Parks & Rec	Warhill Sports Complex Field Hockey/Lacrosse Complex	Development of fields,and infrastructure as per approved master plan.			260,000	2,340,000	2,600,000	15 of 21	40.8	43		31

FY13 - CAPITAL MAINTANANCE PROGRAM SPREADSHEET

Maintenance/Replacement Items

REVISED 12/1/11

ID#:	Applying Agency:	Project Name:	FY13 Requested \$	FY14 Requested \$	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	Total Requested \$
1	Gen. Svcs.	JCWCC Renovations	\$107,000	\$197,000	\$120,000			\$424,000
2	Gen. Svcs.	Energy Upgrades	\$50,000	\$50,000	\$50,000			\$150,000
3	Public Safety	Fire Pumper Replacement - Engine 31	\$645,000					\$645,000
4	Public Safety	Medic Unit Replacement	\$255,000					\$255,000
5	Public Safety	Fire Pumper Replacement - Engine 11			\$665,000			\$665,000
6	Public Safety	Trailer Transport Emergency Response	\$50,000					\$50,000
7	Public Safety	Medic Unit Replacement - Medic 51					\$260,000	\$260,000
8	Public Safety	Medic Unit Replacement - Medic 31			\$260,000			\$260,000
9	Public Safety	Medic Unit Replacement - Medic 12		\$260,000				\$260,000
10	Public Safety	Fire Squad Truck Replacement - Squad 1			\$550,000			\$550,000
11	Public Safety	Fire SCBA Replacement		\$430,000	\$430,000			\$860,000
12	Public Safety	Dive Truck Replacement - Dive 5				\$250,000		\$250,000
13	Public Safety	Tanker Replacement - Tanker 1					\$350,000	\$350,000
14	Public Safety	Fire Pumper Replacment - Engine 51					\$665,000	\$665,000
15	Public Safety	Fire Pumper Replacement- Engine 22				\$665,000		\$665,000
16	Public Safety	Fire Pumper Replacement - Engine 52		\$665,000				\$665,000
18	Public Safety	Fire/Police C&C Vehicle	\$600,000					\$600,000
19	Gen. Svcs.	Building D Renovation	\$1,060,000					\$1,060,000
20	Gen. Svcs.	CRFP Well Replacement	\$500,000					\$500,000
21	Gen. Svcs.	Video Center HVAC	\$130,000					\$130,000
22	Gen. Svcs.	Overlay Parking Lots	\$160,000	\$280,000	\$250,000			\$690,000
23	Gen. Svcs.	Fleet Maintenance Center and EOC Roofs		\$150,000				\$150,000
COUNTY TOTALS			\$3,557,000	\$2,032,000	\$2,325,000	\$915,000	\$1,275,000	\$10,104,000
1	Schools	Division Resurface Parking Lots	\$90,000	\$90,000	\$90,000	\$139,000		\$409,000
2	Schools	Auditorium for Blair					\$307,350	\$307,350
3	Schools	Blair Refurbishment					\$2,775,100	\$2,775,100
4	Schools	Bus loop repairs for Blair					\$207,545	\$207,545
5	Schools	Renovations for Cooley		\$606,000				\$606,000
6	Schools	Fire Wall Reparis for Blair					\$92,000	\$92,000
8	Schools	Gym/Garage Lighting	\$50,000	\$50,000				\$100,000
9	Schools	Blair Sewer Line Replacement					\$75,000	\$75,000
10	Schools	James River Roof	\$579,410					\$579,410
11	Schools	James Blair Kitchen Renovation					\$649,170	\$649,170
12	Schools	Lafayette Field Refurbishment	\$166,860					\$166,860

FY13 - CAPITAL MAINTANANCE PROGRAM SPREADSHEET

Maintenance/Replacement Items

REVISED 12/1/11

ID#:	Applying Agency:	Project Name:	FY13 Requested \$	FY14 Requested \$	FY15 Requested \$	FY16 Requested \$	FY17 Requested \$	Total Requested \$
13	Schools	Lafayette HVAC	\$4,369,710					\$4,369,710
14	Schools	Toano Pkg/Outfall	\$322,000					\$322,000
15	Schools	Jamestown Refurbishment		\$1,515,930	\$1,536,365			\$3,052,295
16	Schools	Clara Byrd Baker Roof		\$74,000				\$74,000
17	Schools	James River Refurbishment			\$1,407,575			\$1,407,575
18	Schools	Clara Byrd Baker Parking		\$280,700				\$280,700
19	Schools	Lafayette Referbishment	\$1,533,575					\$1,533,575
20	Schools	Stonehouse Refurbishment			\$1,580,066			\$1,580,066
21	Schools	Jamestown Locker Rooms		\$356,040				\$356,040
22	Schools	DJ Montague Parking		\$126,000				\$126,000
23	Schools	Blair Field Irrigation			\$175,500			\$175,500
24	Schools	Cooley Fence/Gates		\$70,000				\$70,000
25	Schools	Toano Refurbishment	\$1,613,050					\$1,613,050
26	Schools	Clara Byrd Baker Refurbishment				\$1,292,864		\$1,292,864
27	Schools	Matoaka Referbishment					\$1,600,000	\$1,600,000
28	Schools	James River HVAC	\$3,028,565					\$3,028,565
29	Schools	Roof for Waley					\$400,000	\$400,000
30	Schools	Norge Refurbishment					\$1,600,000	\$1,600,000
31	Schools	Rawls Byrd HVAC (gym)		\$200,000				\$200,000
32	Schools	Fuel Pumps and canopy			\$70,000			\$70,000
SCHOOLS TOTALS			\$11,753,170	\$3,368,670	\$4,859,506	\$1,431,864	\$7,706,165	\$29,119,375
OVERALL TOTALS			\$15,310,170	\$5,400,670	\$7,184,506	\$2,346,864	\$8,981,165	\$39,223,375

SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

Board Approval Date: 5/10/2011

2012-13 through 2016-17

Route	Road Name	Estimated Cost	Previous Funding	Additional Funding Required	PROJECTED FISCAL YEAR ALLOCATIONS						Balance to complete	Traffic Count Scope of Work FHWA # Comments
					2011-12	2012-13	2013-14	2014-15	2015-16	2016-17		
PPMS ID	Project #											
Accomplishment	Description											
Type of Funds	FROM		SSYP Funding									
Type of Project	TO		Other Funding									
Priority #	Length	Ad Date	Total									
Rt.0615	IRONBOUND ROAD	PE \$1,853,830										17511
50057	0615047169	RW \$4,153,499	\$5,411,169		\$0	\$0	\$0	\$0	\$0	\$0	\$0	Reconstruction w/o Added Capacity
CONTRACT	RTE 615 - RECONSTRUCT TO 4	CON \$8,071,583	\$8,667,743		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	4H004
STP	0.067 MILE SOUTH OF	Total \$14,078,912	\$14,078,912	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	State funds - AC for future federal conversion. Revised schedule required.
SECONDARY - ONE HEARING DESIGN 0001.00	0.005 MILES SOUTH OF ROUTE 747	1.1										
		5/25/2010										
Rt.0614	Centerville Road	PE \$16,597										
90435	0614047S81	RW \$0	\$711,035		\$0	\$0	\$0	\$0	\$0	\$0	\$0	Safety
COUNTIES, FH/S	CENTERVILLE RD/LONGHILL RD	CON \$697,710	\$3,272		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	1H021
Single Hearing	.26 Mi South of Centerville -	Total \$714,307	\$714,307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
0002.00	.16 North of Centerville - Longhill RTE 612 Intersection	0.4										
		9/15/2010										
Rt.0607	CROAKER ROAD	PE \$600,000										
100920	0607047630	RW \$350,000	\$984,211		\$0	\$0	\$0	\$0	\$0	\$0	\$0	Reconstruction w/ Added Capacity
CONTRACT	FOUR LANE WIDENING FRM	CON \$11,000,000	(\$0)		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	24003
	RTE 60	Total \$11,950,000	\$984,211	\$10,965,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
0003.99	LIBRARY	1.0										
		4/30/2015										
Rt.0658	OLDE TOWN	PE \$700,000										
60512	0658047	RW \$350,000	\$1,009,250		\$0	\$0	\$0	\$0	\$0	\$0	\$0	Safety
COUNTIES, S	RTE 658 - IMPROVE CURVE	CON \$1,598,312	\$513,974		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	41021
Single Hearing	0.5 MILE WEST ROUTE 199	Total \$2,648,312	\$1,523,224	\$1,125,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
0004.00	At ROUTE 199 - overpass bridge	0.5										
		10/16/2014										
Rt.0612	LONGHILL ROAD	PE \$800,000										
100921	0612047631	RW \$2,000,000	\$0		\$241,354	\$227,377	\$227,377	\$227,377	\$227,377	\$227,377	\$227,377	Reconstruction w/ Added Capacity
CONTRACT	WIDEN LONGHILL RD FRM RTE	CON \$9,000,000	(\$0)		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	23003
	RTE 199 OVERPASS	Total \$11,800,000	\$0	\$11,800,000	\$241,354	\$227,377	\$227,377	\$227,377	\$227,377	\$227,377	\$227,377	
0005.99	OLDE TOWN ROAD	0.8										
		4/16/2014										
Rt.0622	RACEFIELD ROAD	PE \$5,000										
67134	0622047P76	RW \$0	\$69,357		\$0	\$0	\$0	\$0	\$0	\$0	\$0	90
STATE	RTE 622 - RURAL RUSTIC ROAD	CON \$171,990	(\$0)		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	RECONSTRUCTION
S	0.56 MILE WEST ROUTE 1040	Total \$176,990	\$69,357	\$107,633	\$0	\$0	\$0	\$0	\$0	\$0	\$0	16003
NO PLAN,SECONDARY 0006.00	1.00 MILE WEST ROUTE 1040	0.4										Accruing for CN. Use Rural Rustic Standards. BOS agrees with the Rural Rustic Concept.

Rt.9999		PE	\$342,328										
84834	9999047562	RW	\$0	\$280,799		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
NOT APPLICABLE	Bridge - SSYP 08	CON	\$0	(\$0)		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
		Total	\$342,328	\$280,799	\$61,529	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
0007.99													
Rt.0607	CROAKER ROAD	PE	\$394,919										
3089	0607047113	RW	\$0	\$187,169		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
CONTRACT	RTE 607 - RECONSTRUCTION	CON	\$1,346,865	\$200,000		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
S	0.05 MILE SOUTH OF ROUTE	Total	\$1,741,784	\$387,169	\$1,354,615	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
NO	0.05 MILE NORTH OF ROUTE 605												
PLAN,SECONDARY	(CROAKER LANDING ROAD)												
0008.00	1.6												1267 RECONSTRUCTION 15003 PE only, accruing for CN. Use existing H/V alignment for improvements. Make spot improvements as needed with min design standards.
Rt.0614	Jolly Pond/Centerville Intersection	PE	\$25,000										
90425	0614047580	RW	\$0	\$233		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
CONTRACT	SIGNAL @ JOLLY POND ROAD	CON	\$325,000	(\$0)		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
S	Intersection Signal @ Jolly Pond &	Total	\$350,000	\$233	\$349,767	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Single Hearing	Signal Installed @ Intersection												
0009.00	0.0												Safety 2H021
Rt.0603	DIASCUND ROAD	PE	\$0										
65146	0603047S77	RW	\$0	\$9,718		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
RAILROAD FORCES	RTE 603 - UPGRADE TO 12"	CON	\$97,184	\$87,466		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
STP	PREDICTOR & EVENT	Total	\$97,184	\$97,184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
MIN PLAN,FED-AID,SECONDARY	(0.49 MILE SOUTH ROUTE 601)												
9999.99	0.0												Balance of \$10,400.00 to be provided by Secondary System.
Rt.0612		PE	\$138,000										
71617	0612047180	RW	\$1,017,888	\$16,400		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
CONTRACT	RTE 612 - PAVED SHOULDER	CON	\$672,151	\$210,000		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
CM	ROUTE 614 (CENTERVILLE	Total	\$1,828,039	\$226,400	\$1,601,639	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
MIN PLAN,FED-AID,SECONDARY	ROUTE 199												
9999.99	2.8												SAFETY/TRAFFIC OPERS/TSM 15012 PE only, accrual for RW. Revised schedule required.
Rt.9999	VARIOUS COUNTY WIDE	PE	\$0										
98870	9999047623	RW	\$0	\$40,440		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
COUNTIES,	ARRA-C Countywide - Pavement	CON	\$93,982	\$53,542		(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	
RSTP	Various	Total	\$93,982	\$93,982	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
No Plan	Various												
9999.99	10.0												RESURFACING 12007 ARRA UPC 95044, ARRA-C UPC 98870.

UNAPPROVED POLICY COMMITTEE MEETING MINUTES

December 6, 2011

12:00 p.m.

County Complex, Building A

1) Roll Call

Present

Mr. Rich Krapf
Mr. Al Woods
Mr. Tim O'Connor
Mr. Mike Maddocks
Mr. Jack Fraley

Staff Present

Ms. Tammy Rosario
Mr. Jason Purse
Ms. Leanne Reidenbach
Mr. John McDonald
Mr. Luke Vinciguerra
Mr. Brian Elmore

Mr. Rich Krapf called the meeting to order at 12:05 p.m.

2) Minutes

- a) September 1, 2011
- b) September 6, 2011
- c) September 15, 2011

Mr. Al Woods made a motion to approve all three sets of minutes.

In a voice vote, the Committee approved the minutes (4-0: Absent: O'Connor).

3) Old Business

4) New Business – FY13 – FY17 Capital Improvements Program (CIP) requests

Mr. Krapf stated that at this meeting, the Committee would begin the CIP process, ensure there are no questions or concerns, identify department heads the Committee would like to attend a future meeting, and discuss some preliminary rankings. He stated he did not expect the Committee to have everything finalized until at least the second meeting.

Mr. John McDonald stated Mr. Jack Fraley had asked him for fiscal projections to compare to the project list. He stated he would have the projections at the next meeting.

Mr. Krapf asked if there were any requests for agency heads to be available.

Mr. Fraley stated he would like to speak with Alan Robertson from WJCC Schools.

Mr. Krapf stated he would like to speak with Stormwater Division staff. He stated he wants to get an idea of the scale of need between projects, whether there are regulatory issues involved, and if any projects have to be done now.

Mr. Fraley questioned whether the Stormwater Division's landfill project was a special consideration. He asked if it was required to keep the County's landfill permit and if it was why it was not ranked higher than other projects.

Mr. Krapf stated he would like representatives from Schools, Stormwater, and General Services to attend a future meeting.

Mr. Al Woods stated he would like to speak with a Parks and Recreation representative to discuss utilization questions.

Mr. Purse stated he would follow up with the Fire Department regarding Mr. O'Connor's email about adequate emergency response times in Stonehouse and would have information available in advance of the next meeting.

Mr. Fraley stated he was surprised by the lack of economic development projects on the list. He asked if the Office of Economic Development participated in creating the list.

Mr. McDonald stated the County owns commercial shell buildings and properties it is trying to sell.

The Committee discussed ranking methodologies for economic development scores.

The Committee discussed ranking methodologies regarding the term "neutral".

The Committee discussed ranking methods for the projects' effect on operating budgets and revenue.

Mr. Krapf asked staff to use Mr. Fraley's completed rankings as initial figures to encourage further discussion.

The Committee discussed Mr. Fraley's top five ranked projects.

The Committee discussed their ranking methods for Stormwater projects.

The Committee discussed how the various departments rank their own projects. Mr. Mike Maddocks asked why Planning staff did not provide recommendations or scores.

Mr. Purse noted that the individual departments that are requesting the projects rank their priorities rather than Planning staff applying a ranking. Planning staff has done so in the past, but the CIP process was revised to give the Committee a more active role in project evaluations.

Ms. Leanne Reidenbach stated the Commission reviews projects to ensure they reflect the Comprehensive Plan and master plans and that it was a task included in the State Code section pertaining to the role of the Planning Commission.

The Committee discussed Mr. Fraley's lowest ranked projects.

The Committee discussed special consideration rankings.

Mr. Fraley stated special considerations should not be ranked since they automatically attain the highest priority status. These projects should be noted in the Commission's cover memo that is forwarded to the Board with the rankings.

Mr. Krapf stated some members' final rankings will depend on discussions with division and department representatives at the next Committee meeting.

5) Adjournment

Mr. Fraley moved to adjourn. The meeting was adjourned at 1:20 p.m.

Rich Krapf, Chair of the Policy Committee

UNAPPROVED POLICY COMMITTEE MEETING MINUTES

December 12, 2011

4:00 p.m.

County Complex, Building A

1) Roll Call

Present

Mr. Rich Krapf
Mr. Tim O'Connor
Mr. Al Woods
Mr. Jack Fraley
Mr. Mike Maddocks

Staff Present

Ms. Tammy Rosario
Mr. Jason Purse
Mr. Luke Vinciguerra
Mr. John McDonald
Mr. John Horne

Ms. Fran Geissler
Ms. Nancy Ellis
Mr. Alan Robertson
Mr. Brian Elmore

Mr. Rich Krapf called the meeting to order at 4:05 p.m.

2) Old Business – FY13-FY17 Capital Improvements Program (CIP) requests

Mr. Luke Vinciguerra stated staff suggests the Committee asking questions of the departmental planning heads present. He suggested Stormwater and General Services take questions first. Based on departmental feedback, Committee members can recalculate their scores during the meeting. Staff will input either new or adjusted scores from the Committee.

Mr. Krapf stated the Committee will ask questions from the Stormwater Division, followed by General Services, Parks, and Schools.

The Committee discussed Stormwater project requests with Stormwater staff.

The Committee discussed General Services project requests with General Services staff.

The Committee discussed Parks project requests with Parks staff.

The Committee discussed Schools project requests with Schools staff.

Mr. Krapf stated he identified at least four items for which the Committee would discuss the rankings. He stated the Committee would review items one at a time and see if there was any divergence on the rankings.

Mr. Purse suggested staff could calculate averages scores for each project, with the Committee discussing those averages.

Mr. Krapf stated the Committee should limit its review to the top ten and bottom ten scores.

Mr. Krapf called a break to allow staff to calculate the average scores.

The Committee discussed possible CIP financing opinions with Financial Management Services staff.

The Committee discussed the projects' average scores and rankings.

The Committee's top-five ranked projects were Fire Station #1, Landfill Debris Pad, Mill Creek Watershed and Improvement Phase 1, Jamestown Beach Park Entrance, and Greenways.

Ms. Tammy Rosario asked if the top ten ranked project list developed seemed accurate.

Mr. Krapf stated it did.

Mr. Purse stated the DJ Montague project was the worst-ranked, followed by School storage sheds, and James Blair hockey/soccer field irrigation.

3) Adjournment

Mr. Fraley moved to adjourn. The meeting was adjourned at 6:20 p.m.

Rich Krapf, Chair of the Policy Committee

PLANNING DIRECTOR'S REPORT
January 2012

This report summarizes the status of selected Planning Division activities during the past month.

- **New Town.** The Design Review Board met on December 1st. At this meeting, they reviewed a revised conceptual layout for Section 12 (along WindsorMeade Way behind WindsorMeade Marketplace), elevations for Courthouse Commons, elevations and site layout for the commercial portion of Settler's Market, and several plats and sign applications. The DRB also discussed revising procedures, fees, and meeting timelines that will be effective in 2012. Since the meeting, the DRB has also reviewed landscape plans for the townhomes along Casey Blvd., changes to Courthouse Commons elevations, and changes to an existing building in Settler's Market.
- **Ordinance Update.** The Commission recommended approval of the Commercial Districts and Wireless Communications Facilities ordinances at the December meeting. These are scheduled for review at the January 10th Board or Supervisors meeting. Staff anticipates a work session with the Board in January to discuss the remaining ordinance topics.
- **Regional Comprehensive Planning Effort.** In December staff attended one meeting with the City of Williamsburg and York County staff to plan and organize the three evening Community Forums scheduled for the following dates in February:
 - Thursday, February 2 - Riverside/Busch/Marquis area, meeting at Magruder Elementary School Cafetorium
 - Thursday, February 23 - Lightfoot/Pottery/Hill Pleasant Farm area, meeting at Warhill HS Auditorium
 - Monday, February 27 - Northeast Triangle and surrounding areas, meeting at Williamsburg Community BuildingIn addition, a joint Planning Commission meeting is tentatively scheduled for the evening of either April 23rd or April 30th. Organization activities have focused on format, presentation and materials for these meetings. Staff will shortly also be working on advertising and outreach efforts.
- **Training.** In December, staff attended an American Planning Association webinars on linking agriculture to economic development and on blueways. Staff has also attended webinars in a "Communications Bootcamp" series offered by the APA.
- **Capital Improvements Program.** The Policy Committee completed its review of the FY13-17 CIP. Recommendations are included in the materials for this meeting for consideration by the full Planning Commission.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached document.
- **Board Action Results** – December 13th
 - AFD-10-86-1-2011. Christenson's Corner AFD – Newman Road Addition – Approved 5-0
 - Z-0001-2011. Forest Heights, Neighbors Drive, and Richmond Road Improvements – Approved 5-0
 - SUP-0010-2011. Wohlfarth Jolly Pond Road Family Subdivision – Approved 5-0
 - SUP-0008-2011. 2720 Chickahominy Road Manufactured Home – Approved 5-0
 - MP-0002-2011/Z-0003-2011. New Town Settler's Market (Section 9) Master Plan Amendment – Approved 5-0
 - Z-0003-2008/MP-0003-2008. The Candle Factory – Approved 3-2



Allen J. Murphy, Jr.

January 2012						
Case Type	Case Number	Case Title	Address	Description	Planner	District
Conceptual Plans	C-0045-2011	Williamsburg Seventh Day Adventist Church Addition	3989 JOHN TYLER HGWY	Addition of 6500 square foot fellowship hall.	Ellen Cook	03-Berkeley
	C-0046-2011	John Tyler Highway Restaurant	3449 JOHN TYLER HGWY	Proposed 160-seat restaurant at the intersection of John Tyler Highway and Greensprings Road.	Leanne Reidenbach	03-Berkeley
	C-0047-2011	Smithfield Food Specialty Building	8012 HANKINS INDUSTRIAL PARK RD	Building addition for new 6200 square foot call center, employee parking, stormwater management, and landscaping.	Leanne Reidenbach	01-Stonehouse
Site Plan	SP-0109-2011	JCSA Operations Center Expansion SP Amend.	105 TEWNING ROAD	Applicant proposes relocating dumpster pad and adding 2 large vehicle parking spaces. Required amendment to get permanent CO.	Leanne Reidenbach	04-Jamestown
	SP-0111-2011	3201 Monticello Cell Tower, SP Amend.	3201 MONTICELLO AVENUE	Applicant proposes adding/swapping antennas on existing cell tower	Jason Purse	03-Berkeley
	SP-0112-2011	Goodyear Tire Center	4830 MONTICELLO AVENUE	Automotive tire center fronting Windsormeade Way and Old News Road.	Luke Vinciguerra	04-Jamestown
	SP-0113-2011	Chambrel Memory Care Facility	3800 TREYBURN DRIVE	Proposed 32-bed memory care facility	Luke Vinciguerra	04-Jamestown
	SP-0114-2011	The Settlement at Powhatan Creek Ph. 2 Utility SP Amend	4099 CORONATION	Amendment to modify the sewer and water at the South Square terminus as the road enters the Phase 3 property. The sewer line will be reduced by 141 feet and 2 manholes. The water line will be reduced 75 feet.	Leanne Reidenbach	03-Berkeley
	SP-0115-2011	Williamsburg Pottery Wireless Tower SP Amend.	6489 RICHMOND ROAD	Adding and replacing antennas on existing cell tower.	Jose Ribeiro	01-Stonehouse
	SP-0116-2011	Warhill Water Tank Tower SP Amend.	5900 WARHILL TRAIL	Adding and replacing antennas on existing cell tower.	Jose Ribeiro	02-Powhatan
	SP-0117-2011	New Town Sec. 7 Ph. 11	4400 CASEY BLVD	Development of Center Street and utilities. Construction of Archaeological Park adjacent to Casey Boulevard.	Leanne Reidenbach	04-Jamestown
Special Use Permit	SUP-0011-2011	American Pride Automotive	7793 RICHMOND ROAD	Building reuse to allow vehicle sales, repair, and display.	Jason Purse	01-Stonehouse
Subdivision	S-0057-2011	Forest Heights Road Neighborhood Improvements	115 NEIGHBORS DRIVE	Subdivision construction plan for the proposed Forest Heights Road realignment, stormwater upgrades and other improvements	Ellen Cook	02-Powhatan
	S-0058-2011	Powhatan Crossing Sec. 1 Lots 41-42 BLA	3405 FOXRIDGE ROAD	Boundary line adjustment taking approximately 875 square feet from Lot 41 to Lot 42.	Leanne Reidenbach	03-Berkeley
	S-0059-2011	The Settlement at Powhatan Creek Ph. 2 Lots 134-144, 183-185	4101 MONTICELLO AVENUE	Subdividing 11 lots within The Settlement at Powhatan Creek	Luke Vinciguerra	03-Berkeley
	S-0060-2011	Medeiros Fenton Mill Road BLA	4851 FENTON MILL RD	Boundary line adjustment between two Medeiros properties.	Jason Purse	01-Stonehouse
	S-0061-2011	Johnson Forest Heights Road ROW Dedication	115 FOREST HEIGHTS RD	Right of way dedication for the proposed Forest Heights Road expansion and realignment.	Ellen Cook	02-Powhatan

	S-0062-2011	New Town Sec 7 Lots 2-11 BLA	4320 CASEY BLVD	Adjusts boundary lines for lots along Casey Blvd because units changed from 2 5-plexes to 2 triplexes and 2 duplexes.	Leanne Reidenbach	04-Jamestown
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