

**POLICY COMMITTEE MEETING**

January 28, 2010

6:00 p.m.

County Complex, Building A

**A. Roll Call**

**Present**

Mr. Chris Henderson, Chair

Mr. Jack Fraley

Mr. Rich Krapf

Mr. Reese Peck

**Absent**

Ms. Deborah Kratter

**Others Present**

Mr. Alan Robertson, Schools Facilities Manager

Mr. John McDonald, Director of FMS

Ms. Tammy Rosario, Principal Planner

Mr. John Carnifax, Director of Parks and Rec.

Ms. Leanne Reidenbach, Senior Planner

Ms. Kate Sipes, Senior Planner

Mr. Brian Elmore, Development Management Asst.

Ms. Nancy Ellis, Superintendent Parks and Facilities

Mr. Jack Fraley called the meeting to order at 6:10 p.m.

**B. Minutes – December 10, 2009**

Mr. Rich Krapf moved for approval of the minutes.

In a unanimous voice vote, the minutes were approved (3-0; Absent: Henderson).

**C. Old Business –**

**a. Capital Improvements Program (CIP) Proposals**

Mr. Alan Robertson stated that while many WJCC Schools capital maintenance projects are scheduled, they have taken under consideration which FY11 projects could be most easily delayed and the final list of projects has not yet been adopted by the School Board. He stated he wanted to call attention to the priority capital maintenance items that would probably go unfunded in FY11. Mr. Robertson also noted that there was the possibility of an older HVAC not mentioned in the project list requiring expensive emergency maintenance in the next year. Finally he said it is difficult to install geothermal systems once traditional HVAC infrastructure is in place, and vice versa, so they were considering geothermal for as many projects as possible.

Mr. Fraley stated that the following Schools projects received the highest composite scores: DJ Montague HVAC, followed by technology upgrades, the Blair Middle School refurbishment, the Lafayette High School walkway, and the Jamestown multi-purpose space. He asked whether this was consistent with the Schools' priorities.

Mr. Robertson stated that while the Policy Committee's and Schools' lists were close, replacing James River sprinklers is a top Tier II health and safety project for Schools. He also mentioned he was surprised by the high score for the Lafayette walkway.

Ms. Leanne Reidenbach stated that the Committee decided not to review capital maintenance items and the only maintenance project reviewed by the Committee was the DJ Montague HVAC since it involved significant investment in geothermal and was specifically requested to be reviewed by the Committee at its December meeting.

Mr. Robertson stated that while the Montague HVAC is a top priority, the difficulty in raising its \$2.6 million cost persuades Schools to pursue relatively inexpensive projects. He stated that the security cards' high ranking is due to few health and safety projects. The cards control access at the building level and are already used at the four newest schools.

Mr. Chris Henderson arrived at the meeting and inquired about the need for the School Operations Center grading project.

Mr. Robertson stated that the driving force behind the Operations Center grading project is the need to store seven school-owned temporary classroom trailers. He stated that most of the money for the project was raised through savings from the Matthew Whaley refurbishment.

Mr. Henderson stated that if the Operations Center submission was a private proposal, it would be considered incomplete. He stated that County proposals should be held to the same standard as applicants.

Mr. Robertson stated that acquiring the land beside the Operations Center was an unexpected opportunity. Schools decided to purchase the property and determined that it would be a good location to store the trailers when the special use permits for their placement expire in July, 2010. Storage at James Blair would not be feasible due to its conversion to office and the Academy of Life and Learning and potential restrictions from the City of Williamsburg. There is no planned future use for the trailers.

Mr. Henderson stated that in the economic climate, Schools may be able to find inexpensive private storage. The Committee moved on to discuss Parks and Recreation projects.

Ms. Nancy Ellis stated that due to the budget, Parks and Recreation is not requesting any capital funding until FY13, with the exception of greenways projects. Funding requests will focus on completing existing projects, addressing citizen complaints, creating revenue generating opportunities, and minimizing operational costs. Committee composite rankings match Parks and Recreation's internal rankings, with the exception of Shaping Our Shores-related projects. Low internal rankings for the Shaping Our Shores plan is due to the increased operating costs that initiative would create.

Mr. John Carnifax stated that Parks was looking into privatization opportunities, including private vendors building infrastructure and operating concessions and camping. Boat rentals at Little Creek Reservoir will be operated privately in 2011. Little Creek is a trial to see how vendors may be used in the future.

Ms. Ellis stated that many of the newly submitted projects are to implement Board-approved master plans and that the projects requested are the full listing of projects they expect to need over the next five years but noted that priorities may change depending on the community's wants.

Mr. Carnifax confirmed and stated that master plans are long term and give staff direction. Even lacking funding, Parks and Recreation wants to increase awareness of projects approved by master plan. Mr. Carnifax also stated that Parks may be able to raise program fees without affecting enrollment.

Mr. Fraley stated the Committee should discuss each member's ranking thresholds and methodology.

Ms. Reidenbach stated the CIP rankings should focus on projects requesting funding in FY11. The other scores will provide a baseline to begin discussions in future years.

Mr. Henderson suggested that the Committee look at the average scores as generated on the spreadsheet and then discuss individual projects or scores if the resulting ranking looks off.

The Committee discussed the rankings for specific projects.

Ms. Reidenbach stated that the priority order of Group 1 FY11 projects were the DJ Montague HVAC, James Blair refurbishment, and Operations Center re-grading. Within Group 2, Water Quality, New Horizons, classroom technology, and greenways ranked as priorities.

Mr. John McDonald stated the Board made a five-year commitment to New Horizons improvements/contributions. He stated the appropriation comes from the capital, not operating, budget.

Mr. Fraley stated that since the County is committed to pay for the New Horizons project, the Committee should not be ranking it or it should be considered as a must-do contribution.

Ms. Kate Sipes stated that the New Horizons project counted as a mandate, which would allow to the Committee to rank it under the 'special consideration' evaluation category. This would raise it to the top of the priority list. The Committee agreed to score the New Horizons project under a special consideration.

Mr. Rich Krapf stated that he ranked stormwater water quality projects with a special consideration due to the health and safety effects on the County.

Mr. McDonald stated that water quality improvements can involve lengthy access, easement, and right-of-way negotiations. He stated these challenges render some projects difficult or impossible.

Mr. Henderson asked about the use of police power in cases of public safety.

Mr. McDonald stated the Board was willing to condemn properties, but not willing to use that power often. He stated flood-abatement is very difficult in some of the more low-lying areas of the County. Few CIP projects relate to flood-abatement. Stormwater management is the largest component of water quality projects.

Mr. Reese Peck stated that most of the future water quality improvements will be driven by State and federal regulation.

The Committee discussed and revised their individual rankings.

Ms. Reidenbach stated the Committee had previously ranked greenways projects lower due to difficulties in right-of-way acquisition.

Mr. Henderson stated he was happy with the new ranking system's operation.

Mr. McDonald mentioned that he had the DJ Montague HVAC as a capital maintenance item. Ms. Reidenbach clarified that the Committee had asked to score this project due to the large cost and inclusion of geothermal.

Mr. McDonald stated that Schools does not want to upgrade classroom technology during layoffs. He stated that there is no funding for the Operations Center re-grading. Schools has been offered landfill space for trailer storage. The James Blair refit is already funded. Alternative funding for HVAC and sprinkler systems will be sought. Refurbishments for Fire Station 4, Mid-County Park, and County Complex Building D are requested in FY12.

The Committee reviewed the project ranking for FY11 requests and agreed on the following prioritized list: New Horizons Contribution, Water Quality, D.J. Montague HVAC, School Security Card Access System, School Classroom Technology, Greenways, Jamestown Multi-Purpose Space, James Blair/Academy of Life and Learning Refurbishment, Grading New School Operations Property, Greenspace/Purchase of Development Rights, and School Storage Sheds.

**b. Minute Format**

Mr. Henderson mentioned that he would like to discuss the format of meeting minutes and noted that in-depth minutes were no needed now that the County had access to video-on-demand on the website.

The Committee discussed whether it was necessary to continue to pursue this project. They decided to defer discussion of minute format until the new Policy Committee is appointed in February and asked staff for a recommendation as to whether the minute format needed revisions.

Ms. Reidenbach noted that this was a request generated by the Committee and that staff was comfortable with the format of minutes that is currently used.

Ms. Tammy Rosario stated that Staff often uses years-old minutes for research. There is no guarantee that videos of the meetings will be available for long-term use.

**D. Other Business –**

**a. Zoning Ordinance Amendments**

Mr. Fraley asked whether staff would use citizen-driven committees for ordinance amendments. He stated the previous ordinance amendment process incorporated six committees, each with five citizens, a staff member, and a Planning Commissioner. He was disappointed that staff made recommendations to the Board of Supervisors on an ordinance amendment process without Commission involvement. Planning Commissioners should get to provide their input after the Board sets zoning ordinance update funding limits on consultants, but he still felt that input should have been requested earlier.

Ms. Rosario stated the recommendations to the Board on process options involving potential consultant tasks, timeframes, and topics were intended to gauge the scope of the zoning ordinance

update considering the budget climate. She stated staff would present a formalized methodology to the Commission and Board at a later time.

Mr. Peck stated the Commission has sole responsibility for making ordinance update recommendations to the Board. The Commission has input to staff on what members feel the agenda should be. The Policy Committee decides which process to use for ordinance updates. Staff should update the Committee on funding resources for the amendments.

Ms. Rosario stated that staff recommendations to the Board were largely based on priorities stated in the implementation guide of the Comprehensive Plan.

Mr. Fraley stated that zoning ordinance updates, using citizen committees, has been a 14 to 18 month process.

Mr. Krapf stated time limitations had caused staff to give a significantly condensed proposal to the Board.

Mr. Peck asked staff to remain sensitive to Commission input on the zoning updates.

Mr. Henderson stated he had seen drastically different results between staff, consultant, and citizen-driven workgroups in the processes of other localities.

Mr. Fraley stated the main issue with zoning updates is how the ordinances themselves are crafted, and whether they are form-based or performance-based. He also noted that this would have a significant impact on costs, timeline, and whether other outside consultants are necessary.

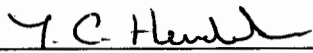
Mr. Henderson stated that the Committee should discuss the zoning updates end-results and work backwards on a plan to develop dated milestones. He stated there will be little progress on ordinance amendments unless a timeline is set. He also suggested that the Committee may want to focus on a few sections of the Comprehensive Plan at a time, starting with Economic Development.

#### **E. Adjournment**

The next meeting was tentatively set for February 10 at 6 p.m., but the meeting date may be changed based on the Planning Commission's organizational meeting and who is appointed to serve on the 2010 Policy Committee.

Mr. Henderson moved for adjournment.

The meeting was adjourned at 8:00pm.

  
Chris Henderson, Chair of the Policy Committee