

Policy Committee Government Center Complex Large Conference Room, Building A

Dec. 1, 2014 - 3 p.m.

1. Roll Call

2. Minutes

a. Nov. 13, 2014

3. Old Business

4. New Business

a. Capital Improvement Plan Process for FY 2016 – FY 2020
(CIP Request Form) (CIP Request Instructions) (CIP Review
Timeline)(Memorandum - Capital Improvement Plan)

b. Planning Commission By-Laws (Memorandum - Annual
Review of Bylaws) (By-Laws)

c. Planning Division Work Program for 2015 (Memorandum -
Planning Division Work Plan)

5. Adjournment

POLICY COMMITTEE MEETING

November 13, 2014

3:00 p.m.

County Government Center, Building A

1.) Roll Call

Present

Mr. Tim O'Connor
Mr. Rich Krapf
Ms. Robin Bledsoe
Mr. John Wright

Staff Present

Mr. Paul Holt
Mr. Jason Purse
Ms. Beth Klapper

Others Present

Wayne Moyer
Howard Price

Absent

Mr. Tim O'Connor called the meeting to order at 3:00 p.m.

2.) Minutes

a. July 10, 2014

Mr. Rich Krapf moved to approve the minutes.

In a unanimous voice vote, the minutes were approved as submitted (4-0)

3.) New Business

A. Mooretown Road Extended Corridor Study Project Update

Mr. Paul Holt stated that similar to the process with the Longhill Road Corridor Study, this update is one of the check-in points scheduled in the project methodology.

Mr. O'Connor requested that Mr. Wayne Moyer identify his parcel of property on the location map.

Mr. Jason Purse noted that Mr. Moyer has been providing input to staff and the project consultants regarding the potential road alignment.

Mr. Purse stated that the consultant, VHB, and staff met with property owners and other stakeholders in the area to gather input on the project. From that input, VHB developed three possible alignments.

Mr. Purse stated that Alignment 1 (Central) was the most direct route. This route would traverse the middle of the study area and would require one bridge and three culvert crossings due to the wetlands. Mr. Purse further stated that this alignment would reconfigure the intersection of Croaker Road and Rochambeau Drive.

Mr. Purse stated that Alignment 2 (Western) reduces the impact on the Pine Ridge subdivision and relieves some of the environmental impacts by bringing the road closer to the CSX line

paralleling Richmond Road. Mr. Purse noted that this alignment retains the reconfiguration of the Rochambeau Drive intersection shown in Alignment 1.

Mr. Krapf inquired about how many RPA crossing were required for Alignment 2.

Mr. Purse stated that Alignment 2 required one large crossing and three culvert crossings. Mr. Purse further stated that the crossing would be somewhat smaller than those required by Alignment 1.

Mr. Purse stated that Alignment 3 (Eastern) was developed from citizen input regarding Rochambeau Drive as well as limiting the impact on properties that are not in the Economic Opportunity (EO) district. Mr. Purse noted that this alignment would include widening a substantial portion of Rochambeau Drive.

Ms. Robin Bledsoe inquired about which option the landowners supported.

Mr. Purse noted that that information would be included in a summary that he would provide to the Committee.

Mr. O'Connor inquired about how properties along Peach Street would connect with the proposed road and, further, whether there would be a connection with Richmond Road.

Mr. Purse stated that there needs to be further study to determine exactly how the properties on Peach Street would connect, but it would be preferable to eliminate the need to cross the CSX tracks. Purse further stated that that there had been discussion about creating another leg of the road to connect with Route 60 which would effectively connect Rochambeau Drive with Route 60 as well.

Mr. Purse provided an overview of the market analysis for the study area. Included in consideration were residential development, destination retailers, office complexes, industrial use, warehouse and distribution and hotel and tourism. Mr. Purse noted that the analysis is based on a thirty minute drive time to/from the study area.

Mr. Purse provided an overview of the effect of each alignment alternative on the potential development of the parcels in the study area.

Mr. Purse noted that Alignment 2 would provide the opportunity for more of a relationship with CSX and might include potential for a rail stop. Mr. Purse noted that the Comprehensive Plan does include language encouraging a rail stop in that area if possible.

Ms. Bledsoe inquired whether the rail stop would be a passenger stop or a commercial freight stop.

Mr. Purse stated that the EO description does not specify the type of rail stop. Mr. Purse noted that during the previous Comprehensive Plan review, there was discussion of having the density available for residential rail capacity; however, if the area is being considered for industrial use, it would be beneficial to have the capacity available as well.

Mr. O'Connor inquired how the RV Park would tie in to the proposed road under Alignment 3.

Mr. Purse stated that the access would need to be through a local street which would cross an adjacent parcel.

Staff and the Committee discussed the ability of property owners to opt in or out of the EO designation. It was noted that at some point, as the EO district develops a master plan, the EO designation would convey when the property is sold.

Mr. O'Connor inquired about the environmental impact of Alignment 3.

Mr. Purse stated that it would require a significant undertaking to widen Rochambeau Drive because of the wetlands.

Mr. O'Connor proposed an alignment that would essentially reverse the curves of alignment 3.

Mr. Purse stated that staff would discuss that possibility with the consultant.

Mr. Wright commented that it appeared the parcel best suited to a destination retailer falls in York County because of its visibility from the main highway.

Mr. Purse provided the Committee with an overview of existing and predicted traffic conditions.

Mr. Krapf inquired whether the predicted traffic conditions accounted for the proposed Croaker Road widening.

Mr. Purse stated that staff was not certain what the modeling included and would need to discuss that with the consultant.

Mr. O'Connor inquired about why the Level of Service (LOS) on Croaker Road fell in the C/D category.

Mr. Purse responded that the LOS applied only to the intersection at Rochambeau Drive; however, the corridor is rated as A/B. Mr. Purse noted that the rating is determined by the wait time at the intersection.

Mr. Purse provided the Committee with an overview of possible typical sections for a four lane divided highway with grass median with several options for shoulders and curb & gutter, bike and pedestrian considerations and options for phasing construction. Mr. Purse stated that these typical sections were developed from citizen input on their preferences for the road. Mr. Purse noted that the road design is important because it affects both the type of development which might occur in the EO area and the character of the area. Mr. Purse noted that citizens were particularly interested in preserving the rural character of the area.

Mr. Purse provided the Committee with an overview of the environmental considerations for the area. Mr. Purse noted that the main area to be crossed had a small stream but because of the large recessed area the crossing would require a substantial bridge. Mr. Purse noted that the other crossings were much smaller and would need only a culvert crossing.

Mr. Purse provided an overview of the questions posed to citizens at the public meeting regarding their preferences for the EO and noted that these questions were the same ones posed during the Comprehensive Plan Community Forums. A summary of the citizen input was provided to the Committee.

Mr. Purse noted that there is no guarantee that the road will be built; however, if it is, the study provides a solid foundation for the design. Mr. Purse further noted that the Comprehensive Plan calls for the road to be privately funded. Mr. Purse stated that the parameters set forth in the study would also apply to any developer.

Mr. Krapf stated that his understanding was that the development of the EO district would/should provide a recession-proof revenue stream for the County.

Mr. Purse stated that the language in the Comprehensive plan was very specific that the area should be reserved for high-paying jobs such as technology, medical or medical research fields. Mr. Purse further stated that any residential development would be secondary and would be very limited.

Mr. Purse stated that one of the next steps is to go back to the consultant with any additional public input along feedback from the Committee and develop a preferred alignment so that other impacts can be studied. Mr. Purse stated that after a final public meeting, the study document will be presented to the Planning Commission and the Board of Supervisors.

Mr. Krapf inquired whether thought would be given to the unintentional consequences of the proposed road, particularly if it created a connection with Route 60.

Mr. Purse stated that the Lightfoot Road/ Richmond Road intersection is already a concern and noted that the additional connections could alleviate many of the problems in that area and reduce the amount of improvements needed at that intersection.

Mr. Wright inquired if any of the major landholders are opposed to the corridor extension.

Mr. Purse stated that the owners of properties designated EO are agreeable to the corridor extension; however, some of the properties that are not participating in the EO and residents in the Pine Ridge subdivision are interested in preserving the rural character of the area and ensuring that encroachment on their property is minimal.

Ms. Bledsoe inquired how alignment 3 would impact the Pine Ridge subdivision.

Mr. Purse stated that the impact has not been fully investigated; however, it could potentially affect houses and rights-of-way on the parcels which would be a greater impact on those smaller parcels.

Ms. Bledsoe inquired which alignment the landowners preferred.

Mr. Purse stated that 12 citizens selected Alignment 1, three citizens selected Alignment 2 and five citizens selected Alignment 3. Mr. Purse noted that a greater majority of attendees did not select an alignment and some preferred no road being built.

Ms. Bledsoe noted that the preferred alignment had more environmental impacts which conflicts with the responses indicating that preserving natural resources should be a priority.

Mr. Holt stated that preserving natural resources could be interpreted as preferring that no road is built and the area remain undeveloped.

Ms. Bledsoe stated that there was some concerns in the community about why bike lanes are now always included in the road design. Ms. Bledsoe stated that it would be helpful to educate citizens that it is a VDOT requirement, not just a County preference.

Mr. Krapf noted the inclusion of bike lanes also affects the eligibility of a project to be considered for certain funding allocations.

Mr. Holt stated that in this corridor is shown on the Regional Bikeways Plan for some type of bike facility.

Mr. O'Connor noted that a shared use path, and even sidewalks, would affect the amount of right-of-way required.

Ms. Bledsoe inquired whether the bike lane was sufficient for the requirements of the Regional Bikeways Plan.

Mr. Purse stated that a bike lane would be sufficient. Mr. Purse noted that it is important to consider the type of development that may occur so that the bike facilities and pedestrian accommodations are consistent with that development rather than having to retrofit the road at a later time.

Mr. O'Connor noted that in the Comprehensive Plan Community Forums, citizens indicated that light industrial use was a preferred option for the EO district.

Ms. Bledsoe stated that it would be a good area to bring in the health care uses that are encouraged in the Comprehensive Plan.

Mr. Krapf noted that those uses would help retain the young professionals who receive their education in the area but cannot find employment in the area.

Mr. O'Connor inquired whether the study area had been identified as a receiving area for Transfer of Development Rights (TDR).

Mr. Purse stated that Urban Development Areas were no longer a state mandate. Previously, there had been discussion about including this EO area as a way to meet those requirements, and that TDR might be one way to do that.

Mr. Purse noted that the EO district ordinance has very specific language regarding the amount of developable area and phasing of development so that a certain percentage of commercial development must be completed before any residential development can occur.

Mr. O'Connor noted that an early vision for the area incorporated a transportation hub connecting the area to Hampton and Richmond; however, without the residential component, there would be a higher volume of traffic to move commuters into the area.

Mr. Holt noted that the selection of the Southside corridor for high speed rail improvements had reduced the options available to the Peninsula and consequently changed that vision for the EO substantially.

Ms. Bledsoe inquired whether the vision for the corridor extension could be an incentive to bring in the industries that would provide higher paying jobs.

Mr. Purse stated that it would depend on the source of the funding.

Mr. Krapf inquired about the time frame for selecting a preferred alignment.

Mr. Purse stated that a preferred alignment should be more fully developed by early 2015. Mr. Purse further stated that there would be another public meeting to receive feedback on that alignment. Mr. Purse noted that staff anticipated the study would be completed by May of 2015.

Mr. Wright noted that the technology fields that support the medical community should be encouraged.

Mr. O'Connor noted that the area needed more of the medical and technological industries that would encourage partnerships with the College of William & Mary and Thomas Nelson Community College.

Mr. O'Connor inquired whether the road could be developed in phases.

Mr. Holt stated that it would depend on the master plan for the EO; however, it would be a possibility.

Mr. Purse noted that it was logical that construction would start on the Lightfoot Road end which would run through the Pottery's property in York County. Mr. Purse further noted that the road would probably not be built past those properties but would stub out so that it could be extended by another developer.

Mr. O'Connor inquired about the impact on Maxton Lane in relation to access to the RV Park.

Mr. Purse responded that he anticipated that the RV Park would take access from Mooretown Road rather than Maxton Lane.

Mr. O'Connor offered an opportunity for public comment.

Mr. Wayne Moyer stated that the J4C preference was for the road to begin at Lightfoot Road and end at the edge of the Hill Top Farm property. Mr. Moyer stated that the expense of constructing the road should be borne by the developer. Mr. Moyer noted that his personal preference would be for the majority of the roadway to be built as a two lane road. Mr. Moyer noted he had concerns about the accuracy of the traffic predictions for the area. Mr. Moyer further noted that consideration should be given to the cost differential between building two lanes or four lanes. Mr. Moyer also noted expressed concern over the effect of removing the amount of land needed for a four lane right-of-way from the tax base.

Mr. O'Connor asked Mr. Moyer which of the three alignments he would choose.

Mr. Moyer responded that Alignment 3 makes the most sense environmentally. Mr. Moyer further noted that if Alignment 1 is selected, he would prefer to see it be built as a two lane road which would reduce the impact on sensitive environmental areas.

Mr. Purse stated that he would provide Mr. Moyer with the more detailed traffic projections for the EO area.

Mr. Howard Price stated that Alignment 3 was the least attractive because of the impacts on neighborhoods along Rochambeau Drive. Mr. Price further stated that his preferred option is Alignment 1 because it provides better access to properties in the EO area.

Mr. O'Connor suggested an alignment that would create a perimeter road beginning at Lightfoot Road and extending to Rochambeau Drive and then cutting through the Hunt farm to parallel the CSX tracks and the connect with Croaker Road.

Mr. Purse stated that staff would discuss the option with the consultant.

Mr. O'Connor inquired how the Mooretown Road Corridor Study fit in with the Comprehensive Plan.

Mr. Purse stated that the study was included in the Transportation Section of Comprehensive Plan and that the study was also included in the Land Use GSAs. Once the study is completed, it will be used for the next Comprehensive Plan review to update the Mooretown Road and Economic Opportunity discussion areas and the Comprehensive Plan map. Mr. Purse also noted that the study would be used to develop further strategies and actions.

Mr. O'Connor stated that he wanted to ensure that there is a vision in place for the EO area.

Mr. Purse stated that the Comprehensive Plan is very specific about the vision for the EO and Mooretown Road area.

Ms. Bledsoe asked for clarification on the level of specificity expected of the Planning Commission Working Group in reviewing Comprehensive Plan section text and goals, strategies and actions.

Mr. Holt responded that staff is looking to get as much substantive comment as possible so that when the document is presented to the Planning Commission for final review, it will be in nearly final form.

Ms. Bledsoe inquired how the Comprehensive Plan related to the overarching goals of the County's Budget.

Mr. Holt stated that Mr. Hill is working to create that link between the Comprehensive Plan and the Budget through his efforts to develop strategic planning priorities with the Board of Supervisors. Mr. Holt stated that the Comprehensive Plan informs the shorter term strategic priorities which then are funded through the operating budget.

Mr. Purse stated that the Comprehensive Plan Implementation Guide is used as a tool for reporting back to the Planning Commission and the Board.

Ms. Bledsoe inquired about the Strategic Management Plan mentioned in the Comprehensive Plan.

Mr. Holt stated that the document has not been updated since 2010.

Mr. Holt stated that Mr. Hill's goal in developing the strategic planning priorities is to have the type of document noted in the Comprehensive Plan to use as a tool going forward.

5.) Adjournment

Mr. Wright made a motion to adjourn.

The meeting was adjourned at approximately 4:25 p.m.

Tim O'Connor, Chair of the Policy Committee



CIP Project Request Form

For Internal Use

Project ID: _____

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Capital Projects - New or Expansion Capital Maintenance – New Project Capital Maintenance - Projects that are neither New nor expanding

Project Title: _____

Location: _____

Date: _____

Department: _____

Employee Submitting Request: _____

Included in Board's Current Adopted CIP? Yes No

Department Priority No.: _____

Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin: _____

Design/Engineering Cost: _____

Date Improvements Completed: _____

Construction Cost: _____

Useful Life of Facility/Equipment: _____

Previous Funding: _____

Dollars in Thousands	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Proposed Capital Budget	_____	_____	_____	_____	_____	\$ 0.00
Expected additional Annual Operating Budget expenses incurred to directly support the new facility/equipment:	_____	_____	_____	_____	_____	\$ 0.00
Expected new Annual Revenue generated from the new facility/equipment:	_____	_____	_____	_____	_____	\$ 0.00

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail. Submit additional material as needed, including copies of engineering or feasibility studies.

(a) Current condition/situation: _____

(b) Requested change/project description: _____

(c) Need for the project, benefit, and why is this the optimal solution: _____

(d) Recurring and one-time costs and if there is any residual or salvage value at the end of ownership: _____

Evaluation Questions for Capital Projects – Not Necessary for Capital Maintenance

Questions	Y	N	Comments/Supporting Details
<i>In General</i>			
A. Is the project in conformance with and supportive of the goals, strategies, and actions set forth in the Comprehensive Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?	<input type="checkbox"/>	<input type="checkbox"/>	
1. Quality of Life			
D. Does the project increase or enhance educational opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project increase or enhance recreational opportunities and/or green space?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the project mitigate blight?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does the project affect traffic positively or negatively?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Infrastructure			
D. Is there a facility being replaced that has exceeded its useful life and to what extent?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do resources spent on maintenance of an existing facility justify replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does this replace an outdated system?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Does the facility/system represent new technology that will provide enhanced service?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Does the project extend service for desired economic growth?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Economic Development			
D. Does the project have the potential to promote economic development in areas where growth is desired?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project continue to promote economic development in an already developed area?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the project produce desirable jobs in the County?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the project rejuvenate an area that needs assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Health/Public Safety			
D. Does the project directly reduce risks to people or property (i.e. flood control)?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Does the project directly promote improved health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Does the project mitigate an immediate risk?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Impact on Operational Budget			
D. Will the new facility require additional personnel to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Will the new facility require significant annual maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Will the new facility require additional equipment not included in the project budget?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.	<input type="checkbox"/>	<input type="checkbox"/>	
I. Will the efficiency of the project save money?	<input type="checkbox"/>	<input type="checkbox"/>	
J. Is there revenue generating opportunity (e.g. user fees)?	<input type="checkbox"/>	<input type="checkbox"/>	
K. Does the project minimize life-cycle costs?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Regulatory Compliance			
A. Does the project address a legislative, regulatory, or court-ordered mandate? (0 - 5 years)	<input type="checkbox"/>	<input type="checkbox"/>	
B. Will the future project impact foreseeable regulatory issues? (5 - 10 years)	<input type="checkbox"/>	<input type="checkbox"/>	
C. Does the project promote long-term regulatory compliance? (> 10 years)	<input type="checkbox"/>	<input type="checkbox"/>	
D. Will there be a serious negative impact to the County if compliance is not achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Are there other ways to mitigate the regulatory concern?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Timing/Location			
D. When is the project needed?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Do other projects require this one to be completed first?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Can this project be done in conjunction with other projects: (e.g. waterline/sanitary sewer/paving improvements all within one street).	<input type="checkbox"/>	<input type="checkbox"/>	
H. Will it be more economical to build multiple projects together (reduced construction costs)?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Will it help in reducing repeated neighborhood disruptions?	<input type="checkbox"/>	<input type="checkbox"/>	
J. Will there be a negative impact of the construction and if so, can this be mitigated?	<input type="checkbox"/>	<input type="checkbox"/>	
K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?	<input type="checkbox"/>	<input type="checkbox"/>	
L. Are there inter-jurisdictional considerations?	<input type="checkbox"/>	<input type="checkbox"/>	
M. Does the project conform to Primary Service Area policies?	<input type="checkbox"/>	<input type="checkbox"/>	
N. Does the project use an existing County-owned or controlled site or facility?	<input type="checkbox"/>	<input type="checkbox"/>	
O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?	<input type="checkbox"/>	<input type="checkbox"/>	
P. Does the project use external funding or is a partnership where funds will be lost if not constructed?	<input type="checkbox"/>	<input type="checkbox"/>	

8. Special Considerations			
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?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	<input type="checkbox"/>	<input type="checkbox"/>	
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)?	<input type="checkbox"/>	<input type="checkbox"/>	

Signatures

 Department Director Signature

 Department Director Printed Name

 County Administrator or CEO Signature

 County Administrator or CEO Printed Name

INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROGRAM (CIP) REQUESTS

GENERAL INFORMATION

The purpose of this instructional package is to aid you in the preparation and development of your department's capital project request for the current year and your department's five year projection of capital projects.

DEFINITION OF A CAPITAL IMPROVEMENT PROJECT

The Capital Improvements Program process provides for the identification, planning, reviewing and budgeting of capital projects. A capital improvement project is a major expenditure that is of a fixed nature or long life and adds to the net assets of the County. Capital improvement projects fall within one of the following categories:

A. **Capital Project** - Infrastructure investments or enhancements. These projects get reviewed by the Policy Committee and Planning Commission. Please use "CIP Project Request Form."

1. Land acquisition or lease;
2. Acquisition or improvement of property with a total cost exceeding \$50,000*, and a useful life of ten years or more;
3. Major additions to public buildings with a total cost exceeding \$50,000*, and a useful life of ten years or more;

*\$50,000 indicates total project cost. For example, if a project requires \$10,000 each year for five years, the total cost is \$50,000; therefore, the project should be included in the Capital Improvement Program.

Some examples of capital projects are: fire stations, sewer lines, parks, libraries, sidewalks, streets, storm drains, waterlines, and school buildings.

B. **Capital Maintenance Project**

1. Replacement equipment exceeding \$50,000, with an expected life of ten years or more;
2. Building renovations, roof or HVAC repairs exceeding \$50,000 with an expected life of ten years or more;
3. Any other capital investments to maintain current facilitating programs that exceed \$50,000 and have an estimated life of ten years or more.

Some examples of capital maintenance projects are: roof replacements; refurbishments of existing facilities; replacement of vehicles, such as fire trucks and ambulances; parking lot paving/repaving; and HVAC replacement/repair.

Engineering or planning studies that are directly linked to a specific capital project are part of the cost of that project. Such engineering studies should be included in the project request of which they are a part. Other studies and plans can be major expenses of a nonrecurring nature, but are not County assets in the sense of a building; they will be given special treatment. They are generally not listed in the Capital Improvements Program, but are shown in the Operating Budget.

DEFINITION OF THE CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program is presented annually to the Board of Supervisors. The first year of the Capital Improvements Program is a combined capital and capital maintenance budget and is a list of projects for implementation during the coming fiscal year. The Capital Improvements Program is updated annually as new needs become known and as priorities change. It is possible that a project with low priority can remain in the Capital Improvements Program longer than five years as more important projects appear and move ahead of it for quick implementation. Conversely, a project may be implemented more quickly than originally planned due to changing priorities.

DEPARTMENT OR AGENCY RESPONSIBILITIES

A department manager or agency representative is responsible for submitting proposed projects that are to be included in the Capital Improvements Program. During the exception year of a two-year budget (even-numbered years) departments should only submit the following:

- new projects that have not received funding in prior CIPs
- projects included in the adopted CIP that have changed in a significant way (such as change in dollar amount requested, change in year of anticipated expenditure, change in project description and/or design).

If a project is to be dropped from the program without construction or purchase, then a written request to eliminate the project should be submitted. The elimination request should include the reasons the project is to be dropped.

All capital projects are to be submitted on one of the attached forms.

PROJECT REVIEW

A. Capital Projects: All requests for Capital Projects will be evaluated by the following before being submitted to the Board of Supervisors:

1. Financial and Management Services
2. County Administration
3. Policy Committee of the Planning Commission
4. Planning Commission

After the projects have been submitted by the department manager and reviewed by FMS, the County Administrator, and the Policy Committee, a proposed five-year Capital Improvements Program will be submitted to the Planning Commission. The Planning Commission will review the Capital Improvements Program and make a recommendation to the Board of Supervisors.

B. Capital Maintenance Projects: All requests for Capital Maintenance Projects will be evaluated by the following before being submitted to the Board of Supervisors:

1. Financial and Management Services
2. County Administrator
3. Planning Commission

New or revised capital maintenance projects are due to FMS in January with the rest of the operating budget requests. The Policy Committee will not evaluate these projects. The County Administrator will forward a five-year Capital Improvements Program (which includes Capital Maintenance Projects and Capital Projects) along with his recommendations in the budget proposal he submits to the Board of Supervisors.

DIRECTIONS FOR THE CAPITAL IMPROVEMENTS PROGRAM REQUEST FORMS

The attached forms are used when a capital improvement program item is requested to be included in the County Budget. Please complete the CIP Project Request Form for Capital Projects or for Capital Maintenance Projects. The information on these forms will be used to evaluate and assign priorities to the requests. Since there is never enough money to do everything, some projects may be excluded in the first year Capital or Capital Maintenance Budgets or even in the five-year Capital Improvements Program. It is very important that you accurately and COMPLETELY fill out the forms and questionnaire to assure that your request will receive a fair review relative to other requests. If not completely filled out, forms will be returned to the applicant to complete missing information.

Please follow the directions and guidelines given.

General Instructions

1. Read through the sections on definitions before you start to fill out the forms.
2. Please complete ALL sections of the CIP request forms. Contact the Planning Division if you have any questions related to the Checklist on pages 2-4 of the application. Contact FMS if you have any other questions or require assistance.
3. All projects must be identified separately, and the applicable forms completed for each one. For example, for water system improvements, each waterline should be considered a separate project.
4. Round figures off to the nearest thousand dollars. Please enter the numbers in thousands of dollars; that is, leave off the last three zeros of each figure.
5. Express all numbers in Current Year dollars.
6. If any feasibility or locational studies have been completed in association with a submitted project, please submit copies as an attachment to the application.
7. If a location map would help us understand the project and its relationship to other projects, please include map.
8. If you need more space than provided on the form, attach additional sheets. If additional information not requested would be helpful in understanding the project, please provide additional information.
9. **Incomplete applications or project requests not accompanied by an application will not be accepted and will be returned to the submitting department to revise.**

CIP PROJECT FORM INSTRUCTIONS

The CIP Project Form presents all the basic information required for each individual project to be considered.

1. **CHECK BOXES:** Check whether project qualifies as Capital Project or Capital Maintenance (see earlier definitions)
2. **PROJECT TITLE:** Insert name of proposed project. Example: Police Building
3. **LOCATION:** Suggested location of proposed project. If the purchased item, equipment or constructed facility will remain at a physical address, provide the address and existing facility name if known. If site selection is required, provide details in the space provided.
4. **DATE and DEPARTMENT/DIVISION:** Insert date the application is submitted and the department submitting request. Example: JCSA.
5. **EMPLOYEE SUBMITTING REQUEST:** Insert name of individual preparing form.
6. **INCLUDED IN ADOPTED CIP:** Check whether this project has already been adopted in a previous CIP budget.
7. **DEPARTMENT PRIORITY NUMBER:** Please rank your department's projects from high to low. Example, 1 is the highest priority; 5 is a lower priority.
8. **OUT OF HOW MANY SUBMITTALS:** Enter the total number of Capital Budget or Capital Maintenance items your department is submitting.
9. **PROPOSED SCHEDULE/COST:** Complete each blank requested. Dollar amounts should be in Current Year dollars. Please remember to enter the numbers in thousands of dollars; that is, leave off the last three zeros of each figure and use Current Year dollars. If you have any questions, please contact FMS.
 - a. Please enter the proposed starting and ending dates for construction.
 - b. Useful Life of Facility/Equipment: How long is facility or equipment anticipated to be used for?
 - c. Design/Engineering Cost: Include any design and engineering costs, including feasibility studies, preparation of site plans or building plans and pre-development studies (such as natural resources or archaeological studies).
 - d. Construction/Equipment Cost: Include cost to purchase land, build and equip/furnish the proposed project.
 - e. Previous Funding: Amount funded previously through CIP or other means and in what year the funding was received.
 - f. Enter the amounts requested over the next five years in the capital budget, what the estimated operating budget expenses will be annually (such as maintenance, staffing and future capital outlay like furnishings and technology that are not planned for installation with initial construction), and how much revenue is anticipated to be generated by the proposed project annually.

10. **PROJECT NARRATIVE:** Briefly give a detailed explanation of the project that responds to the questions posed on the application. Indicate whether the project is to replace existing facilities and land or is an addition involving an increase in service delivery. A description of buildings or land acquisition projects should include function, dimensions, overall characteristics, unusual conditions, and any other pertinent information. Indicate the need for the project and what it is expected to accomplish. Describe its relationship to local, regional, state and federal policies and plans, as well as the requesting department's own multiyear plans and program. Specific County/Department Goals and Objectives should be cited. Indicate any alternative that might meet the needs indicated for your proposed projects. Indicate what the impact would be on services if the projects were not funded. In addition, if the project is located or serves areas outside the Primary Service Area, clear justification is especially critical. Please include the operating costs for the current equipment or facility as compared to the cost of proposal. For example, the existing building requires frequent electrical repairs and heating and cooling costs are excessive (quantify \$\$). A new building would realize operating savings within XX years of completion. Another example would be duplication of efforts with existing software and new software would result in fewer man hours and decreased labor costs.
11. **EVALUATION QUESTIONS:** These questions were developed by the Policy Committee of the Planning Commission to aid in priority rankings. Please note: the Policy Committee may request the Department/Division Manager attendance at an evaluation meeting if questions are incomplete or additional information is needed.

Please check the "Yes" or "No" box in response to each. If the question is not applicable to your request, please check the "No" box. Enter additional information that supports or further explains your answer in the Comments/Supporting Details box. For example: If outside funding is being used, specify the type (grant, developer, etc) and who the partnership is with (VDOT, York County, etc).
12. **SIGNATURES:** The application must be signed by both the Department Manager and the County Administrator/CEO. Please contact FMS if you have questions.

FY16 CIP Review Timeline

Month	Day/ Time	Action	Responsible Party
Dec.	5	Applications due	Departments submit capital project applications to Planning
Dec.	5	Review for completeness	Planning
Dec.	5	Review for whether application should be included for Policy Committee review	County Administrator and FMS
Dec.	Mid	Revisions to incomplete applications due and forwarded to County Administrator	Departments
January	2	Determination of which applications will move forward for Policy Committee review	County Administrator and FMS
January	Mid-late	Policy Committee packets delivered	Planning
February	Early	Review non-school requests (meeting dates TBD)	Policy Committee and Planning
February	Late	School CIP requests due (meeting dates TBD)	Schools and FMS
March	Early	Review school requests and finalize recommendations	Policy Committee and Planning
March	3rd Wed.	Special PC meeting to evaluate CIP recommendations	Planning Commission and Planning
April	Early	Budget released	County Administrator and FMS
April	Early	Reading file to BOS with PC's CIP recommendations	Planning
April	Late	Budget adopted	Board of Supervisors

MEMORANDUM

DATE: December 1, 2014
TO: The Policy Committee
FROM: Paul Holt, Planning Director
SUBJECT: Annual review of Bylaws

In 2013, there was discussion among some Planning Commission members about wanting to review the Planning Commission Bylaws on an annual basis. While amendments may not be warranted on an annual basis, the Commission members find that such a review constitutes a best practice.

Staff looks forward to discussions with the Policy Committee on this item.

Attachment: Bylaws

MEMORANDUM

DATE: December 1, 2014

TO: Policy Committee

FROM: Paul Holt, Planning Director
Leanne Pollock, Senior Planner II
Jose Ribeiro, Senior Planner II

SUBJECT: Capital Improvement Plan for FY 2016-FY2020

The Capital Improvement Plan (CIP) process for fiscal years (FY) 2016-2020 has commenced.

FY16 is an exception year for the budget and revenues are expected to remain essentially the same.

Therefore, staff has notified Departments that they only need to submit projects included in the adopted CIP that have changed in a significant way since the original application (for example, the funding year or requested amount is different or the project description or design has fundamentally changed).

To better support the Policy Committee and Planning Commission in their review of projects, especially school related projects, staff has updated the CIP application form to incorporate suggestions and process improvement ideas identified last year (attachments 1 and 2). Staff has also developed a new CIP review timeline (attachment 3).

Staff looks forward to reviewing the application and CIP review timeline with Policy Committee members and discussing next steps in the process.

Attachments:

- 1.) Application
- 2.) CIP Application Instructions
- 3.) Timeline

MEMORANDUM

DATE: December 1, 2014
TO: Policy Committee
FROM: Paul Holt, Planning Director
SUBJECT: Planning Division Work Program for 2015

In March and April of 2013, the Policy Committee received an update on the Planning Division work program for fiscal years 2013 and 2014.

Significant work from that work program has been accomplished over the last year, including:

- Rural Lands Public Engagement
- Adoption of an ordinance allowing for the keeping of chickens in residential districts
- Adoption of an ordinance for accessory apartments

For calendar year 2015, the work plan priority for the Planning Division will continue to be a focus on updating the Comprehensive Plan. However, several ordinance amendments and development of a few policy documents will also be necessary, including:

- 1.) Floodplain Ordinance Update. On March 28, 2014, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided JCC with preliminary copies of the revised Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report. The preliminary FIRM and FIS report include proposed flood hazard information for the county. These proposed flood hazard determinations will become the basis for the floodplain management measures that the county must adopt to remain qualified for participation in the National Flood Insurance Program. Accordingly, in the next few months, staff will be updating Article VI of the Zoning Ordinance (Floodplain Area Regulations).
- 2.) E-packets. Consistent with efforts made for the Board of Supervisors, staff will be working to move to an all-electronic, web-based agenda packet for Planning Commission meetings in 2015 (to also include the DRC and Policy Committee).
- 3.) General Housekeeping items
 - a. Submittal requirements (e.g., to support the e-packet process, discussed above, and for proffer amendments which do not involve a public hearing, discussed below)
 - b. Updates to the Zoning Ordinance to be consistent with recent changes to the State Code. For example:
 - i. As it applies to the A-1 & R-8 Districts, the General Assembly passed several measures that became effective July 1, 2014, which make Agritourism related activities by-right on property where agricultural operations are taking place).
 - ii. As it applies to the application process, the General Assembly passed a measure in 2012 (15.2-2302) that allows for proffer amendments to be considered by the governing body, which may waive the requirement for a public hearing, in certain circumstances.

- iii. **PC Policy for Remote Attendance.** The Freedom of Information Act contains provisions for members to participate in meetings when they cannot be physically present at the meeting. These provisions contain a number of qualifications and requirements, one of which is that the public body adopts a written policy allowing for, and governing participation of, its members to participate remotely. The Planning Commission currently has no such adopted policy.

As in 2013, staff suggests that the following questions be considered by the Committee as it reviews the list above.

- Of the possible ordinance amendment topics listed in the March 14, 2013 memo:
 - What priority order would the Committee recommend?
 - Are there any proposed amendments the committee would recommend not pursuing at all in FY14?
 - Are there any additional amendment topics the committee would like to add to the list?
- For each of the ordinance amendment topics to be pursued, does the Committee have any particular guidance regarding timing and/or scope?

Staff looks forward to discussions with the Policy Committee on this item.

BYLAWS

PLANNING COMMISSION

COUNTY OF JAMES CITY, VIRGINIA

ARTICLE I. OBJECTIVES

This Planning Commission (the "Commission") was established by the Board of Supervisors of James City County (the "Board") on April 13, 1953, to direct the development of James City County (the "County") and ensure its prosperity, health, safety, and general welfare, in accordance with Chapter 22, Title 15.2, Article 2, *Code of Virginia*, 1950, as amended (the "Virginia Code").

The Commission shall be responsible for making recommendations to the board of supervisors on all phases of county planning, including a comprehensive plan, long-range planning, zoning, and subdivision regulations. The Commission shall also be responsible for preparing and submitting annual capital improvement programs to the governing body, in accordance with applicable state code. It shall also have the powers and duties provided by general law and such other powers and duties as may be assigned by the board of supervisors.

ARTICLE II. MEMBERSHIP

The Commission shall consist of 7 or 9 residents of the county, each appointed by the Board for a term of four years.

ARTICLE III. MEETINGS

1. All meetings of the Commission shall be open to the public.
2. Special meetings of the Commission may be called by the Chair or by two members upon written request to the Secretary. The Secretary shall deliver (via hand delivery, U.S. Mail, or electronic mail, return receipt requested) to all members, at least five days in advance of a special meeting, a written notice fixing the time, place and the purpose of the meeting.
3. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or at a previous special meeting at which all members were present.
4. A quorum of the Commission shall consist of a majority of the members of the Commission.
5. No action of the Commission shall be valid unless approved by a majority vote of those present and voting.
6. The annual meeting for the election of officers (Chair and Vice Chair) shall be held as the first order of business at the regular meeting in February of each year and thereafter the

newly elected officers shall preside at the regular meeting in February. When a vacancy occurs for the Chair or Vice Chair, an election shall be held on the next regular meeting date.

7. All minutes and records of the Commission of its meetings, resolutions, transactions and votes, shall be kept by the Secretary.
8. The commission, by resolution adopted at a regular meeting, may fix the day or days to which any meeting shall be continued if the chair, or vice-chair if the chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule.

ARTICLE IV. OUTSIDE MEETING WITH APPLICANTS

1. Planning Commissioners are permitted to meet with applicants outside of a Planning Commission meeting or public hearing pursuant to the following:
 - a. Commissioners shall publicly disclose all meetings by reporting them verbally at the Planning Commission meeting where the case is scheduled for public hearing.
 - b. Commissioners may find it helpful to contact Planning Division staff prior to such meetings to gather facts about the application; the staff may attend such meetings if requested by the Commission and approved by the Planning Director or designee.
 - c. The purpose of such meetings is limited to fact finding and clarification for all parties.
 - d. Commissioners should endeavor to include one other Commissioner, when possible, in the meeting.
 - e. Following such meeting, a summary of the discussion shall be provided to all Commission members.
 - f. Commissioners shall not make a commitment of their voting intent.

ARTICLE V. MATTERS PENDING BEFORE THE COMMISSION

1. All matters which require an advertised public hearing in accordance with Section 15.2-2204 of the Virginia Code and which meet submittal requirements filed with the Planning Division at least six weeks before the regular meeting are to be placed on the agenda for the advertised public hearing. All other matters filed at least 15 days before the regular meeting in the Planning Division are to be placed on the agenda. Any matter not placed on the agenda in advance of the meeting can be considered at the meeting by a majority vote of the Commission.

2. For each public hearing, notices shall be forwarded to the Commission members no less than 7 days prior to the public hearing.

ARTICLE VI. HEARINGS

1. Advertised public hearings shall be scheduled during a regular meeting, except in the event of a joint public hearing between the Commission and the Board.
2. For each public hearing item, presentations by staff, applicants, individuals or groups shall be limited as follows:
 - a. Presentations by staff, applicants and groups are limited to 15 minutes each;
 - b. Comments by individuals are limited to 5 minutes each.
 - c. At a meeting, the time limits set forth in a, b, and/or c above may be extended at the discretion of the Chair.

ARTICLE VII. VOTING

1. No member present shall abstain from voting on a roll call vote unless a member has a conflict of interest in the matter being voted upon. For the purposes of this paragraph, a "conflict of interest" shall exist when there is an actual conflict: (1) pursuant to the Virginia State and Local Government Conflict of Interests Act, Section 2.2-3100 et seq. of the Virginia Code; or (2) pursuant to any applicable policy adopted by the Board of Supervisors; or (3) as stated by the Commission member unless objected to by a majority vote of the members of the Commission.
2. In reporting a vote to the Board, the Secretary shall indicate (in writing) the recorded roll call vote, including any abstentions.

ARTICLE VIII. DUTIES

A. CHAIR

The Chair shall have the following duties:

1. Preside at meetings and hearings of the Commission;
2. When authorized by the Commission, the Chair shall affix to any documents its signature on the Commission's behalf;
3. The Chair or the Chair's designee shall represent the Commission and keep it informed when not in session;
4. The Chair shall appoint all members and Chairs of committees and subcommittees;
and

5. The Chair or the Chair's appointee shall act as a liaison to the Williamsburg and York County Planning Commissions.

B. VICE CHAIR

The Vice Chair shall perform the duties of the Chair during the absence or disability of the Chair.

C. SECRETARY

The Secretary of the Commission shall be the Director of Planning and shall have the following duties:

1. Keep a record of all regular, adjourned regular, special, and adjourned special meetings and public hearings and transcribe in a minute book of the Commission;
2. Prepare and cause to be delivered all notices of all meetings required to be sent under these Bylaws to Commission members;
3. Have charge of all official books, papers, maps, and records of the Commission and conduct all official correspondence relative to hearings, meetings, resolutions, decisions, and other business of the Commission as directed by the Chair or reflected by valid actions of the Commission;
4. Receive minutes of all committee meetings and preserve these as official records of the Commission; and
5. Notify the Vice Chair, by telephone or in person, on the day the Chair informs the Secretary that they will not be present at a scheduled meeting. It is the duty of the Secretary to brief the Vice Chair on items to come before the Commission when the Vice Chair presides.

D. MEMBER DUTIES

Members of the Commission shall have the duties assigned to it by the Virginia Code, the County Charter, and as assigned by the Board. With respect to attendance at meetings, the Commission shall have the following specific duties:

1. Attend regular, adjourned regular, special and adjourned special meetings and public hearings;
2. Attend regular, adjourned regular, special, and adjourned special committee meetings to which the member is appointed;
3. Represent the Commission at Board meetings in rotation; and
4. Attend ad-hoc committee meetings as agreed to by the Commission.

ARTICLE IX. COMMITTEES

1. The Director of Planning or the Director's designee shall serve as a non-voting, ex officio member of all standing and special committees.
2. All committee reports written or oral shall be an official record of the Commission.
3. The following committees and their Chair shall be appointed by the Commission Chair within thirty days after the Chair takes office:
 - a. **Development Review Committee.** This Committee shall be composed of at least four members and have the following responsibilities:
 1. Review those applications for subdivisions which are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission;
 2. Review those site plan applications that are required by law to be submitted to the Commission for approval, receive and review staff reports on them, and make recommendations to the Commission.
 3. Review those applications, where provided by law and as more specifically provided therein, that serve as an appeal of a decision by the planning director or his designee.
 4. Unless otherwise provided for by law, such decisions of the DRC shall be recommendations which are then forwarded to the full Commission for action.
 - b. **Policy Committee.** This Committee shall be composed of at least four members and shall have the following responsibilities:
 1. Address long-range planning goals of the Commission and explore strategies for achieving them; and
 2. Address ways to maintain and improve working relationships between the Commission, other County organizations, as well as with surrounding jurisdictions and organizations involved in planning initiatives.
 3. Conduct the Commission's initial review of the Capital Improvement Plan.
 4. Recommend and prepare new and revised policies for the Commission.
 5. Conduct the Commission's initial review of ordinance amendments, as directed by the Chair of the Commission.
 - c. **Leadership Committee.** This committee shall be composed of three members; the Chair and Vice Chair of the Commission and the Chair of the Policy Committee.

The Leadership Committee shall review concerns raised regarding the conduct of the Commission or any one of its members acting in his or her official capacity. The Leadership Committee shall, if deemed necessary by the Leadership Committee, recommend appropriate remedial measures to the Commission.

ARTICLE X. PARLIAMENTARY AUTHORITY AND ORGANIZATIONAL PROCEDURE

The Commission shall follow the Robert's Rules of Order, Newly Revised 10th edition, October 2000, and more specifically, the provisions which pertain to the "conduct of business in boards" at page 469 et seq., in particular, the "Procedure in Small Boards."

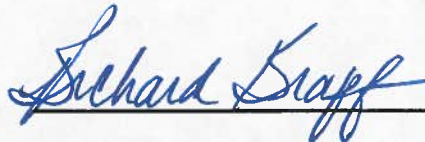
ARTICLE XI. AMENDMENT

Amendments may be made to these Bylaws by a two-thirds (2/3) vote of the Commission voting members only after a minimum 30 days' prior notice is given and only at a regular scheduled meeting.

ARTICLE XII. MISCELLANEOUS

The Commission may suspend any of these rules by not less than a two-thirds (2/3) vote of those Commission members present and voting at the meeting.

Adopted November 28, 1978
Amended July 10, 1990
Amended May 12, 1992
Amended March 8, 1994
Amended May 4, 1998
Amended June 1, 1998
Amended June 3, 2002
Amended August 5, 2002
Amended January 12, 2004
Amended January 6, 2010
Amended April 7, 2010
Amended March 5, 2014



Richard Krapf, Chairman
Planning Commission