

A G E N D A

JAMES CITY COUNTY BOARD OF SUPERVISORS

County Government Center Board Room

February 27, 2001

7:00 P.M.

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MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Caroline M. Rhodes, Volunteer Services Coordinator
SUBJECT: International Year of Volunteers

2001 has been designated International Year of Volunteers by the United Nations General Assembly. To celebrate, the County will be highlighting outstanding volunteer achievements each month. This month we are recognizing volunteers Adrienne Cohen and Janet Parsons, who work with Family and Consumer Sciences Extension Agent, Doris Heath.

About three years ago, through a collaborative effort between Virginia Cooperative Extension, Child Caring Connection, and Williamsburg/James City County Public Schools, a workshop was offered to the public on the topic of ADD (Attention Deficit Disorder)/ADHD(Attention Deficit Hyperactivity Disorder). Agency professionals recognized at this time that parents in the Greater Williamsburg area with children diagnosed with this disorder were in need of a support system.

At that time, Adrienne Cohen and Janet Parsons stepped forward to lead the group. They both knew the need for a support group because they have children with this disorder. Over the years, they have become experts constantly researching and talking with professionals. The purpose of the group is to communicate with other parents whose children have the same disorder, as well as learn more from professionals. The support group meets year round with nine of the meetings hosting a professional speaker and the other three being network meetings for the families. The mailing list is 60 families with 10-20 people attending the monthly meetings.

An invaluable benefit of this support group is that the parents learn from each other how to navigate the various medical, social, school systems, and share resources. As with any support group, the parents enjoy talking to someone they feel understands and respects them, and learn how others cope in similar situations.

Adrienne and Janet have not only given leadership to the group, they speak with the families on an individual basis and refer families to appropriate resources. In many cases, they have devoted hours of their time as advocates for the families and children in the community.

Caroline M. Rhodes

CONCUR:

Carol M. Luckam

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Christopher Johnson, Planner
SUBJECT: 2000 Historic Preservation Awards

The Historical Commission was established to preserve, protect, and promote the historical heritage of the County. In accomplishing this effort, the Historical Commission annually presents Historic Preservation Awards to individuals, groups, or organizations that have made a significant contribution to the preservation of historic resources in the County.

The Historical Commission has selected two individuals for the 2000 Historical Preservation Awards. 1) Henry Stephens, Associated Developers, Inc., for his efforts to identify and preserve archaeological resources at "The Main" and the Centerville Free Black Settlement. 2) Will Molineaux for his contributions to the preservation of historically important photographs and interpretation of other valuable materials that document and promote the cultural heritage of the County.

John Labanish, Chairman of the Historical Commission, will present the two awards.

Christopher Johnson

CJ/tlc
hista wd00.mem

Attachments

RESOLUTION

HENRY STEPHENS

WHEREAS, Mr. Henry Stephens, President of Associated Developers, Inc., has consistently provided for archaeological excavations to be conducted at development sites throughout James City County; and

WHEREAS, Mr. Stephens has exhibited an unflagging interest in the history of James City County and wholeheartedly cooperated with the historic preservation goals of James City County; and

WHEREAS, Mr. Stephens donated the site of an 18th century church at "The Main" to the Williamsburg Land Conservancy to guarantee the preservation of this significant archaeological site; and

WHEREAS, Mr. Stephens sponsored an extensive archaeological excavation of a historic African American site in Centerville which was one of the earliest Free Black communities in Virginia; and

WHEREAS, Mr. Stephens has developed a strong working relationship with archaeologists and members of the preservation community in James City County; and

NOW, THEREFORE, BE IT RESOLVED by the Historical Commission of James City County, Virginia, that in appreciation of his support of historical preservation and archaeology, the Commission presents to Mr. Henry Stephens, the

2000 Historic Preservation Award

BE IT FURTHER RESOLVED that this resolution is recorded in the minutes of the Historical Commission, and will be preserved in perpetuity, and that Mr. Henry Stephens will be presented with a copy of this resolution.

John G. Labanish
Chairman

Dated this 27th day of February, 2001.

RESOLUTION

WILL MOLINEUX

WHEREAS, Mr. Will Molineux contributed greatly to community awareness of local history and appreciation of historical publications during his thirty-five years as a reporter, editor, book reviewer, and manager of the Williamsburg Bureau for the **Daily Press** of Newport News, Virginia; and

WHEREAS, Mr. Molineux contributed rare photographs, wrote numerous captions, and worked with the editors to enhance the 20th-century chapters of the book **Williamsburg, Virginia: A City Before the State, 1699-1999**; and

WHEREAS, Mr. Molineux authored an authoritative chapter in the Williamsburg **History**, "A Busy and Purposeful Place: Williamsburg During World War II," and culled archives, researched events, interviewed local residents, and provided expert consultation on a number of topics, including the history of theater in Williamsburg and developments in James City County from 1970-1999; and

WHEREAS, Mr. Molineux has given public lectures about the 20th-century history of the Greater Williamsburg/James City County area at the Williamsburg Regional Library; and

WHEREAS, Mr. Molineux has facilitated the preservation of historically important photographs for the Williamsburg Historic Records Association; and

WHEREAS, Mr. Molineux has quietly and conscientiously contributed to the preservation and interpretation of many valuable materials that will document and promote the rich cultural heritage of James City County.

NOW, THEREFORE, BE IT RESOLVED by the Historical Commission of James City County, that the Commission presents to Mr. Will Molineux, the

2000 Historic Preservation Award

BE IT FURTHER RESOLVED that this resolution is recorded in the minutes of the Historical Commission, and will be preserved in perpetuity, and that Mr. Will Molineux will be presented with a copy of this resolution.

John G. Labanish
Chairman

Dated this 27th day of February, 2001.

M E M O R A N D U M

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: William C. Porter, Jr., Assistant County Administrator
SUBJECT: Williamsburg Area Bicyclists Award, Marvin Sowers

Annually, the Williamsburg Area Bicyclists recognize the accomplishments of its members and recognize someone from the Williamsburg area who has made an important contribution to cycling. This year the Board of the Williamsburg Area Bicyclists chose to recognize Marvin O. Sowers, Planning Director, for the work he has done in advancing the Regional Bikeway Plan. The bicycle facilities that have been, and will be, built in the County have been due in a large part to Marvin's work on behalf of area cyclists and the Historic Triangle Bicycle Advisory Committee.

Mr. Larry Summers, Williamsburg Area Bicyclists, will present a Certificate of Appreciation to Marvin O. Sowers.

William C. Porter, Jr.

WCP/tlc
bikeawd00.mem

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 13TH DAY OF FEBRUARY, 2001, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

John J. McGlennon, Chairman, Jamestown District
Bruce C. Goodson, Vice Chairman, Roberts District

Jay T. Harrison, Sr., Berkeley District
James G. Kennedy, Stonehouse District
Ronald A. Nervitt, Powhatan District

Sanford B. Wanner, County Administrator
Frank M. Morton, III, County Attorney

B. PLEDGE OF ALLEGIANCE

Mr. David Ardit, a Lafayette High School student, led the Board and citizens in the Pledge of Allegiance.

C. PUBLIC COMMENT

Mr. Ed Oyer, 139 Indian Circle, commented on the installation of a sanitary line on Plantation Road 18 years ago; a conservation program for pick-up of white goods that Wise County has; and a ruling by the State Supreme Court on placing wireless communication towers on VDOT right-of-ways in Fairfax County. Mr Oyer also made a Freedom of Information request for copies of any additional correspondence, written, faxed or e-mailed, pertaining to his Virginia Municipal League claim that the County has received since November 2000.

D. PRESENTATION

1. Celebrate Diversity Month

Mr. McGlennon announced the Board is declaring February as "Diversity Month," to celebrate the richness of diversity in all of our citizens. Mr. McGlennon read the resolution to citizens and members of the Board, then presented it to Mr. Harrison to present at the Black History program on Thursday, February 22, 2001, at the Human Services Center.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

E. CONSENT CALENDAR

Mr. McGlennon asked if a member wished to pull any items from the consent calendar.

Mr. Harrison requested Item Number 3, Section 8 Housing Choice Voucher Program Administration, parts (a) and (b), be pulled.

Mr. Kennedy requested Items Number 5, Establishment of Full-Time Librarian I Position, and 6, Authorization for Two Police Overhires, be pulled.

Mr. Kennedy made a motion to approve the remaining items on the consent calendar.

On a roll call, the vote was: AYE: Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

1. Minutes, January 9, 2001, Regular Meeting
Minutes, January 23, 2001, Regular Meeting
Minutes, January 24, 2001, Work Session
2. Celebrate Diversity Month

RESOLUTION

“CELEBRATE DIVERSITY” MONTH

WHEREAS, James City County, founded in 1607, is the birthplace of the American experiment with democracy; and

WHEREAS, through the rich history of James City County, many individuals and groups have contributed to its progress, whether it be our early settlers, our African-American community, or our newest citizens, James City County recognizes that diversity has made us a more vibrant community; and

WHEREAS, James City County values and is committed to building a diverse workforce which brings together a richer mix of viewpoints and experiences leading to innovation, more effective results, and better service to our citizens; and

WHEREAS, it is appropriate during the month of February as we celebrate Black History Month to recognize the richness of diversity in all of our citizens.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby declares the month of February 2001, as “Celebrate Diversity” Month and calls upon citizens to recognize the value of diversity to our community.

4. Award of Contract - Baseball Field Lighting, District Park Sports Complex

RESOLUTION

AWARD OF CONTRACT—BASEBALL FIELD LIGHTING,

DISTRICT PARK SPORTS COMPLEX

WHEREAS, bids have been received for the installation of lights on three baseball fields at the District Park Sports Complex; and

WHEREAS, staff has reviewed all bids and determined that Branham Electric Corporation submitted the lowest responsive bid and determined Branham Electric Corporation to be qualified to complete the project; and

WHEREAS, the bid is within the Capital Budget allocated for the District Park Sports Complex.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with Branham Electric Corporation, in the amount of \$128,118.

3. Section 8 Housing Choice Voucher Program Administration
a. Transfer of Section 8 annual Contributions Contract
b. Section 8 Housing Choice Voucher Program Administration

Mr. Richard Hanson, Housing and Community Development Administrator, explained the transfer of Section 8 units and the annual contributions contract with the U.S. Department of Housing and Urban Development (HUD) from the Virginia Housing Development Authority (VHDA) to the County's Office of Housing and Community Development (OHCD). Mr. Hanson stated this would be beneficial to clients and the County. This change will allow the County to increase the number of units under the Section 8 Program. Some internal staff changes would need to be made to assure conformance with HUD regulations and to assume the transfer of additional responsibilities.

Mr. Harrison questioned if OHCD would be able to handle the increased responsibilities.

Mr. Hanson explained his office will upgrade a vacant 30-hour staff position to full-time, realign current staff responsibilities, and improve technology. The cost will be picked up by anticipated additional program administration fees for more units. OHCD will be paid on a per unit basis and will receive \$42 per unit per month versus the current \$36.

Mr. Goodson inquired if other localities had made this transfer.

Mr. Hanson responded he had talked to other localities. The City of Virginia Beach was withdrawing all units from the program; Newport News and Hampton did not participate in program and York County is not withdrawing.

Mr. McGlennon summarized the discussion by stating that under the current program, OHCD is not able to do as much as it would like since the number of units under VHDA is frozen.

Mr. Harrison made a motion to adopt the resolutions.

On a roll call, the vote was: AYE: Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

RESOLUTION

CONVERSION OF PART-TIME LIMITED TERM SENIOR OFFICE ASSISTANT

TO FULL-TIME LIMITED TERM HOUSING ASSISTANT

WHEREAS, the Board of Supervisors of James City County has adopted a resolution regarding the transfer of the Section 8 Annual Contributions Contract; and

WHEREAS, conversion of the part-time limited term Senior Office Assistant position to a full-time limited term Housing Assistant position will assist the Office of Housing and Community Development to perform additional responsibilities under a direct Annual Contributions Contract with HUD; and

WHEREAS, there are sufficient funds in the FY 2001 budget to fund the requested full-time limited term Housing Assistant position and Section 8 administrative fee income is anticipated to be available to fund this position in future fiscal years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby change the part-time limited term Senior Office Assistant position in the Office of Housing and Community Development to a full-time limited term Housing Assistant position.

RESOLUTION

TRANSFER OF SECTION 8 ANNUAL CONTRIBUTIONS CONTRACT

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has consented or will consent to the transfer of the Annual Contributions Contract dated November 22, 2000, and designated as Number VA901 from the Virginia Housing Development Authority to the James City County Office of Housing and Community Development; and

WHEREAS, such transfer requires the Transferee to agree to certain conditions; and

WHEREAS, as a Transferee, James City County desires to agree to the aforesaid conditions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby agree that the funds authorized by the transfer will be used for the same purposes as originally intended; that is, to provide eligible families with the Housing Choice Vouchers (CFR 24 part 982); that the same population as originally intended (CFR 24 part 982) will be served; and that the vouchers will be used in James City County as originally intended.

RESOLUTION

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATION

WHEREAS, the James City County Office of Housing and Community Development (OHCD) will be assuming responsibility for the Section 8 Housing Choice Voucher Program under a direct contract with the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, transfer of this program will increase efficiency, productivity, and result in better service to our clients; and

WHEREAS, transfer of this program will require additional duties and responsibilities of the OHCD staff in order to ensure conformance with HUD administrative regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve changing a part-time limited term Senior Office Assistant position to a full-time limited term Housing Assistant position.

5. **Establishment of Full-Time Librarian I Position**

Mr. John Moorman, Library Director, stated the need for creating one full-time permanent Librarian I position and eliminating two vacant part-time permanent Librarian I positions and one Building Maintenance Assistant position. The part-time positions are difficult to fill and constant staff vacancies negatively impact staff morale and effective Library operations. He also explained the positive effects of a full-time position.

Mr. Kennedy inquired if the change to a full-time position would create any additional salary requirements.

Mr. Moorman explained the only additional cost is that of benefits and funding is available in the FY 01 Budget.

Mr. Goodson wanted to know about skills for the new position.

Mr. Moorman responded that the skills of the two vacant part-time positions are the same as the requested full-time position. The part-time Building Maintenance was not.

Mr. Kennedy made a motion to adopt the resolution.

On a roll call, the vote was: AYE: Harrison, Kennedy, Nervitt, Goodson, McGlemon (5). NAY: (0).

RESOLUTION

ESTABLISHMENT OF FULL-TIME LIBRARIAN I POSITION

WHEREAS, the Williamsburg Regional Library currently has two vacant part-time permanent Librarian I positions; and

WHEREAS, the Williamsburg Regional Library has experienced disruptive turnover and difficulty attracting professional Librarians to part-time positions; and

WHEREAS, funds are available within the existing Library budget to create one full-time Librarian I position by eliminating two part-time Librarian I positions and one part-time Building Maintenance Assistant.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby eliminate two part-time permanent Librarian I positions and one part-time permanent Building Maintenance Assistant position and establish one full-time Librarian I position.

6. Authorization for Two Police Overhires

Chief David Daigneault stated the Police Department needs to improve its staffing situation by creating two overhire positions. The Department has only been fully staffed five months out of the previous 32 months, averaging 1.4 vacancies per month. This has not affected the safety of County residents but places additional stress on current employees covering the extra hours when turnover occurs. Chief Daigneault explained that the hiring and training period for new police officer recruits can take three to six months for a minimally trained employee. He also advised that funds are available in the FY 01 Budget due to turnover.

Mr. Kennedy inquired if there is more turnover with new hires.

Chief Daigneault provided statistics on the last 16 employees who left. Departure reasons included moving to other law enforcement agencies, retirement, and termination for cause.

Mr. Kennedy asked if the entry level salary was sufficient to retain police officers and if the high cost of training should encourage the County to bump up the entry level salary to prevent turnover.

Chief Daigneault said the starting salary was not the problem. Most of the officers that had left were moving up or retiring.

Mr. Kennedy wanted to know if the officers could find affordable housing in the County.

Chief Daigneault replied that most of the officers lived in James City County.

Mr. Goodson inquired how long it has been since the force has grown.

Chief Daigneault responded most of the growth has been in the School Resource Officer Program where two officers were added last year.

Mr. Goodson questioned if the two overhire positions were approved would the Department have sufficient vehicles.

Chief Daigneault replied the Department did have sufficient vehicles.

Mr. McGlennon noted that when he served on the Peninsula Jail Board he discovered that law enforcement nationwide was having troubles recruiting.

Mr. Kennedy moved to approve the resolution.

On a roll call, the vote was: AYE: Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

RESOLUTION

AUTHORIZATION FOR TWO POLICE OVERHIRES

WHEREAS, the insufficient staffing in the Police Department adversely affects service delivery and places additional stress on employees already working in dangerous and stressful occupations; and

WHEREAS, the Police Department has averaged 1.4 vacancies per month in the previous 32 months; and

WHEREAS, overhire positions are an efficient and effective way to provide staffing and continuity of service during recruitment and training periods; and

WHEREAS, funds are available within the existing Police Department FY 2001 budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby establish two full-time permanent Police Officer Recruit overhire positions.

F. PUBLIC HEARINGS

1. Case No. SUP-01-01. Wright Family Subdivision

Mr. Christopher Johnson, Planner, stated that Mr. Robert P. Wright has applied for a special use permit to allow a family subdivision of a three-acre parcel into two parcels in the A-1, General Agricultural, Zoning district. The property is located at 4797 Fenton Mill Road and is further identified as Parcel No. (1-2A) on James City County Real Estate Tax Map No. (24-1). Mr. Wright intends to construct a new single-family home for himself on the newly created parcel and convey the remaining parcel to his son, Raymond P. Wright, Sr. The proposed subdivision is consistent with the Comprehensive Plan.

Mr. Goodson inquired if the parcel had been subdivided before.

Mr. Johnson replied it was subdivided over 15 years ago and that Mr. Wright's daughter lives on that parcel.

Mr. Nervitt said he was concerned about the number of trailers already on the property.

Mr. Johnson stated that Mr. Wright's home would be located on the one acre parcel while the two trailers are on the other two acres.

Mr. McGlennon opened the public hearing.

M. Anderson Bradshaw, attorney representing Mr. Robert Wright, explained the reasons for requesting a special use permit and provided the Board with the history of how Mr. Wright acquired the land and why it was previously divided. Mr. Bradshaw supported the staff report and thanked staff for their assistance.

Mr. Nervitt asked if the land had passed a perk test.

Mr. Bradshaw said all agencies approvals had been received and that the subdivision could not be approved until the Health Department issued the septic system permit.

There being no other speakers, Mr. McGlennon closed the public hearing.

Mr. Harrison wanted to know who lived in the two trailers.

Mr. Bradshaw responded tenants.

Mr. Nervitt made a motion to approve the resolution.

On a roll call, the vote was: AYE: Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

RESOLUTION

CASE NO. SUP-1-01. WRIGHT FAMILY SUBDIVISION

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance specific land uses that shall be subjected to a special use permit process; and

WHEREAS, the applicant has requested a special use permit to allow for a family subdivision in an A-1, General Agricultural District, of a parcel generally 3.0 acres in size that would be subdivided into two parcels, 1.0 acre and 2.0 acres, located at 4797 Fenton Mill Road, further identified as Parcel No. (1-2A) on James City County Real Estate Tax Map No. (24-1).

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve the issuance of Special Use Permit No. SUP-1-01 as described herein with the following conditions:

1. This special use permit is valid for only one (1) family subdivision as generally depicted on the subdivision plat dated December 22, 2000, and titled "Wright Family Subdivision, Lots 1 and 3."
2. Final subdivision approval must be received from the County within twelve (12) months from the issuance of this special use permit or the permit shall become void.
3. The special use permit is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

2. Case No. SUP-25-00. Stonehenge Kennels

Mr. Christopher Johnson, Planner, presented the staff report recommending denial of this special use permit application to expand the kennel by adding a one-story structure approximately 3,200 square feet. Staff believes the proposed expansion is inconsistent with the character of the surrounding residential community and inconsistent with the Rural Lands Land Use designation. The Planning Commission on January 8, 2001, recommended approval of this application by a unanimous vote. Should the Board recommend approval of this application, the Planning Commission recommends placing the conditions contained in the staff report upon its approval. Mr. Johnson explained the kennel expansion would increase traffic, noise, and negatively impact the surrounding small residential community. The addition of landscaping, fencing, building location, and materials will not mitigate the noise issue. The narrow one-lane gravel right-of-way is not designed to function for the higher volume of traffic that would result if the kennel was expanded.

Mr. Goodson inquired if this is the same process that any applicant would need to go through if they wanted to start a kennel operation in the County except for a M-1 zoning district.

Mr. Johnson said there are only three districts where kennels are allowed under the Zoning Ordinance.

Mr. Goodson inquired about site and landscape requirements and if these requirements apply to every applicant wanting to start a kennel. He also wanted to know if there was anything preventing the applicant from providing a 35-foot buffer.

Mr. Johnson responded that the requirements were the same for all applicants and that the closest residential property to the kennel is 300 feet away.

Mr. Kennedy asked if the applicant continued to provide gravel to maintain the driveway as was indicated from the January Planning Commission minutes.

Mr. Johnson responded the applicant has spread three tons of gravel on driveway.

Mr. Kennedy wanted to know if three tons of gravel covered the right-of-way and if it was enough to make it 3-inches thick.

Mr. Johnson stated it would take 400 tons of gravel today and yearly to maintain.

Mr. Kennedy asked who would be liable if there was an accident on the right-of-way.

Mr. Rogers said it depended on what caused the accident and that all property owners could potentially be part of the lawsuit.

Mr. Kennedy inquired about an acceptable traffic count and what that included.

Mr. Johnson said he was uncertain what is included.

Mr. Rogers said the noise ordinance does not apply to this property.

Mr. McGlennon asked about the traffic count.

Mr. Johnson stated the traffic count number did not include the grooming business, employee trips, or residents at the site. It solely counted the number of trips related to picking up or dropping off dogs.

The Board and staff discussed the standards for maintaining the gravel right-of-way, noise concerns and if there are reports available on decibel levels, the potential increase in traffic, waste problems, and operating conditions.

Mr. McGlennon opened the public hearing.

Gregory R. Davis, attorney for the applicant, explained there is a definite need for the kennel expansion, it is in an appropriate location, and the applicant has worked hard to minimize the impact of an expansion on the neighbors. Mr. Davis informed the Board that the design of the new facility would face the current building thereby blocking the dogs view of traffic and people and minimize barking. Mr. Davis stated the applicant plans to install a high acoustical ceiling, cinder block walls, and maintain gravel right-of-way which will increase construction cost by 50 percent. Mr. Davis said VDOT does not have published standards for gravel roads. He spoke to Donald Hunt who also owns a gravel road. According to Mr. Hunt it takes ten tons of gravel a year and requires grading one to four times a year. Mr. Davis stated how conditions recommended to mitigate the impact of expansion would be detrimental to his client's business. Closing the kennel on Sunday would create more traffic on Saturday or Monday. The kennel would lose important tourist weekend business if customers could not pick up their pets on Sunday. To fully enclose the kennel is unfeasible

because the open runs provide the “bread and butter” business for a kennel operation. The family cannot afford to build an enclosed kennel facility. Of the nine houses surrounding the kennel, six were built after the kennel opened.

Mr. Kennedy stated that most kennels are opened on Sunday and inquired if most have private driveways.

Mr. Davis responded that survey didn’t cover that subject.

Mr. Kennedy asked if the Christmas trees planted in the last three years were for buffering the kennel.

Mr. Davis replied the trees were not for buffering but were planted to meet landscaping requirements in the Ordinance.

The Board wanted to know about landscaping requirements and buffering for kennel, stadium noise effect, maximum capacity of the kennel operation, increase in traffic, gravel maintenance requirements, noise control for surrounding neighbors, and building materials to lessen noise.

Mr. Nervitt referred to a January 31, 2001, letter the applicant had written indicating he would install acoustic material to dampen noise. Mr. Nervitt asked if the County could have the applicant put that in proffers or in an agreement.

Mr. Rogers stated the special use permit application only applies to the proposed facility. If the applicant chooses to improve the current building on his own, that would be his decision but the County cannot require such changes under this application.

Mr. Glen Coven, Owner, responded by stating he planned to put acoustic sound materials in for his family’s health reasons and would be glad to put it in writing for the County.

Mr. Nervitt stated the conditions do not show operating hours, the main issues are the right-of-way easement and noise, the neighbors and the applicants need some kind of operating plan they can live with.

Mr. Coven stated he has responded to each new condition staff has requested. However, new conditions generate additional conditions. He also said the traffic count of 100 vehicles a day in the staff report is inaccurate. Mr. Coven commented on the negative effect limiting operating hours would be, but if the Board required it, they would comply.

Mr. Nervitt reiterated that he would like to see the applicant, the neighbors, and staff work out a mutually agreeable plan for operating hours and conditions.

Mr. McGlennon opened the public hearing.

1. Kay Little, 5580 Riverview Road, stated she lived next door to the kennel. No one takes better care of animals than the applicant. She opposes the expansion for numerous reasons: not proper land use for kennel, more dogs will increase noise level and traffic, limit hours of operation, ABKA has a website with standards for kennel owners, no plan for maintenance of gravel road, investors should have considered the area is landlocked, the change in Zoning Ordinance, the number and closeness of neighbors to kennel, no public road frontage, and the business does not serve the neighborhood.

Mr. McGlennon inquired when dogs are taken in for the night.

Ms. Little said around 7:00 to 7:30 p.m. now and around 9:00 p.m. in the summer.

2. Donald White, 5594 Riverview Road, stated he also lived next door and opposes expansion. He explained he and his family have worked on the driveway to maintain it for the resident's personal use. The road was built for his grandmother and it was not designed for commercial use. There is no provision for drainage; he has spent over \$600.00 in repairs; and has planted 40 trees to buffer sound. He pointed out the applicant has contributed \$70 for road repairs; the dogs create a health hazard because the applicant does not clean up the animal waste that is left next to Mr. White's property. Mr. White expressed concern that his shallow well will become contaminated. Mr. White stated the Planning Commission report recommended the applicant clean up after the dogs, but the Board does not have that condition in their recommendations.

3. Jim Smith, 5440 Riverview Road, stated he lives 800 feet from the kennel which is closer than some houses next to the kennel. Before he purchased his property in 1983, he contacted the County regarding any conditions that might affect his property. The kennel was grandfathered. There was no inherent right to expand the kennel. Customers have not been the issue, the issue is a 50 dog kennel in a residential neighborhood. Since noise does not travel in a straight line, a five-foot fence and token landscaping do not suppress noise. A 50 dog kennel would destroy the character of the neighborhood. He opposes the expansion.

4. Jean Smith, 5440 Riverview Road, said the kennel is a commercial use and expansion would create more noise on a narrow road in a residential neighborhood. Eight years ago, the Planning Department advised her that commercial use was inappropriate for that area. She asked the Board to vote no to the expansion request.

5. Linette Lancaster, 5576 Riverview Road, stated it was stressful and upsetting to listen to barking dogs all the time. She has changed the time when she feeds her horses; has trouble backing her horse trailer into the driveway because of the increase in traffic; most people who use a kennel wouldn't want to live next door to one; the traffic count is accurate; and the right-of-way does not meet VDOT standards. She opposes the expansion.

6. Brenda White, 5596 Riverview Road, spoke in opposition on behalf of her grandmother who was unable to attend meeting. She said before the current owners took over the kennel, the roadway only had to be repaired once a year, now repairs are needed more frequently; increase in traffic is a concern for safety of the children; dog waste presents danger of shallow well contamination; and the smell is unpleasant.

7. Shandelle Henson, 3710 W. Steeplechase Way, spoke in support of the expansion. She stated the kennel provides excellent service, it's clean and she has never seen dog waste or smelled any bad odors.

8. Earl Wyson, 1908 Patriots Colony Drive, emphasized the need for expansion and stated as more people with pets move into the County, the kennel services will be needed.

9. Virginia Taylor, 210 Plains View Road, spoke in support. She stressed the kennel provided good service and the lack of the number of kennels available in the County.

10. John Curtis, 113 Huntercombe, wants the kennel to expand because the current owner provides excellent service and there is a need for a good facility in the County. Wherever he has lived, in the States or overseas, he wants a clean place to board his pets. He has not seen any speeding on the road and said expansion is good for the community.

11. Richard B. Davis, 103 Woodhall Spa, spoke in favor of expansion. Mr. Davis stated his experience has been that the operating hours are strictly enforced, but there should be an escape clause for operating hours. He explained low pitch sound goes around barriers while high pitch sound travels up. Mr. Davis said the new kennel owner provides excellent care. He offered advice to the applicant and neighbors, based on his personal experience, to meet and draw up a plan for maintenance and usage of the right-of-way.

12. Ben Fenton, 8374 York River Park Road, lives about 400 feet from kennel and opposes the expansion. He is annoyed by barking dogs and commercial use of a private driveway. He said many of his comments have already been stated. He mentioned Mr. Coven's letter of December 12, 2000, which stated the driveway is comparable to other cul-de-sac in other subdivisions. Mr. Fenton asked if this is true. He said the Little's own the easement, pay taxes on it but have little to say about the use of it.

13. Elizabeth McKenna, 105 Gladys Drive, stated she was in favor of the kennel expansion. She said change is hard to deal with but the Comprehensive Plan changes over time as the County grows. There is a need for a good kennel service and the facility and the operator do a good job. She considers the kennel like a day care situation for dogs.

14. Lori Starks, 5598 Riverview Road, opposes the expansion because it will increase traffic and noise. She stated she hears the dogs all day at all hours even when she is inside her home. She is concerned about the increase in traffic and safety for her children.

15. Margaret Bradenham, 305 East Tazewell, spoke in favor of expansion. She stated that growth creates changes and services are needed. There are not many kennels in area. Stonehenge provides good services especially for multiple night stays. She believes with proper controls, Stonehenge should be allowed to expand. If you permit growth, you need to approve services.

16. Steve Brady, 2632 Sir Thomas Way, stated you can trust people who treat animals well and you can trust these people. We need to look at both sides of the issue. He does not think more dogs will make more noise. He favors the kennel expansion.

17. Bill Unaitis, 221 Charleston Place, spoke in favor of expansion. He questioned the number of trips the staff report listed, and a noise level of 120 decibels. Mr. Unaitis stated he had worked with OSHA officials in a previous job and didn't think dog barking meets OSHA standards. Mr. Unaitis opposes limiting hours of operation which would make it difficult to retrieve pets. He stated Stonehenge provides excellent service.

18. James Heller, 10 Coventry Road, said he supports expansion and has not smelled odors or heard noise levels that were talked about tonight.

19. John Donaldson, 112 Crownpoint Road, spoke in favor of expansion. He stated the press has made this a local dispute but the Planning Commission did not see this as a local issue. He asked the Board to consider the kennel expansion as a community need and as a broad public interest matter that needs equal consideration. The public has a great need for quality service and the expansion request is not a personal dispute between neighbors. The Coven's proposal is reasonable.

20. Albert Beck, 8251 Wrenfield Drive, spoke in favor of expansion and said he is a retired veterinarian. He stated Stonehenge provides superior service compared to his facility in New York. He was not aware of odors at Stonehenge and said somebody is doing "fuzzy math" with the traffic count.

21. Ed Oyer, 139 Indian Circle, stated he has been in the Board room 211 times and this meeting is like a microcosm of the General Assembly. He has no dispute about the kennel but only about the expansion. He said the kennel should remain as is.

22. Michael Heikes, attorney for William and Kay Little, stated he was not present on behalf of the Little's but wanted to clarify their reason for the lawsuit against the kennel owners. Mr. Heikes explained the easement for the driveway was granted before the kennel started. Now the driveway is being used for a different purpose than originally approved.

Mr. McGlennon closed the public hearing as there were no other speakers.

Mr. Kennedy stated he had worked with staff to prepare some amendments to the conditions for the proposed kennel expansion. He read the eight conditions to the Board and moved adoption of the conditions.

Mr. Nervitt stated that he would have appreciated having these amendments earlier rather than at this time.

Mr. Kennedy explained that he spoke to staff yesterday and worked out the conditions at the last minute and had only received the final version this afternoon. Mr. Kennedy apologized to the Board for the short notice.

Mr. Nervitt commented the original conditions needed to be tightened up, the applicant and his neighbors needed time to work out operating conditions; he thanked Mr. Donaldson for eloquently stating the Board's role in this case; reiterated that this is a quality of life issue and each citizen that spoke tonight mentioned the noise was intolerable; and the issue needs to be worked out or we're stuck with the situation as it is. Mr. Nervitt questioned why staff did not present the amended conditions before tonight.

Mr. Wanner stated the applicant was given a copy of the conditions. The conditions only were finalized this afternoon.

Mr. Goodson moved that the case be sent back to the Planning Commission for review.

Mr. McGlennon explained the Planning Commission has already approved the application with less restrictions.

Mr. Kennedy said he hopes the applicant and neighbors can come to an agreement. If the issue is deferred, the neighbors will still be neighbors, and will still need to work together. Mr. Kennedy made a motion to defer the case and have staff look at the new conditions.

Mr. Rogers stated there were three motions on the table and explained that Mr. Nervitt's motion to defer came first; then Mr. Goodson made a motion to send the case back to the Planning Commission; and third Mr. Kennedy's motion to defer the case so the applicant and neighbors can look at the new list of conditions.

Mr. Kennedy withdrew his motion.

Mr. Nervitt again stated it was important to tighten up the conditions the Planning Commission approved; that Mr. Coven may not always be the kennel owner but the kennel will still be there. Mr. Nervitt would like the applicant and neighbors to have time to work out some conditions they can live with.

Mr. Nervitt amended his motion of deferral to defer the matter to the March 27, 2001, Board meeting.

On a roll call, the vote was: AYE: Nervitt, Goodson, McGlennon (3). NAY: Harrison, Kennedy (2).

Mr. McGlennon recessed the Board at 10:29 p.m.

Mr. McGlennon reconvened the Board at 10:40 p.m.

Mr. McGlennon requested the Board to give staff some direction on what Board members would like staff to do.

Mr. Nervitt stated that the conditions are missing operating hours, days, where things are actually done on the site; and landscaping requirements for screening and buffering.

Mr. Goodson asked staff to keep in mind that this is a business adjacent to a residential area.

Mr. Nervitt added that staff needed to look at acoustical standards for the current building to bring it up to standards.

Mr. Rogers commented that he would talk to Mr. Davis regarding some changes to enhance soundproofing of the current kennel by making the nonconforming use a conditional use with applicant's consent. Mr. Rogers reminded the Board that the applicant has to agree to making any improvements to the existing facility.

G. BOARD CONSIDERATIONS

1. Route 199 and Jamestown Road Locally Preferred Alternative

Mr. Sanford Wanner, County Administrator, presented the County's "Locally Preferred Alternative" for the Route 199 and Jamestown Road intersection. He explained that the County's resolution does not include the installation of sound walls along the east side of Route 199 adjacent to residential properties located in the City. The City's resolution adopting its "Locally Preferred Alternative" does contain a provision for sound walls in that area.

Mr. McGlennon made a motion to adopt the resolution.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

H. PUBLIC COMMENT - none

I. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Wanner announced the Board will have a Work Session at 4:00 p.m., on Wednesday, February 21, 2001, in the Board of Supervisors meeting room, to discuss Purchase of Development Rights; a financial trends presentation will be conducted by John McDonald, Manager of Financial and Management Services, and Carol Swindell, Assistant Manager of Financial and Management Services; and a Closed Session for the six-month evaluation of the County Administrator.

J. BOARD REQUESTS AND DIRECTIVES

Mr. Kennedy asked Mr. Wanner to have the Police provide speed enforcement in the Kings Village and Racefield subdivisions and the downtown Toano area; to contact VDOT regarding trash on I-64 exit ramps 227 and 231 and along Route 60 and Route 5.

Mr. Nervitt thanked the Board for the flowers sent to his wife who is home and recovering.

Mr. McGlennon stated he and Marvin Sowers, Planning Director, met with representatives from Dominion Virginia Power regarding trimming trees along easement lines. The County averages 200 minutes a year for power outages compared to 90 minutes for other communities in Virginia. The residents of Heritage Landing and the First Colony subdivisions are especially concerned about extensive cuttings and would like less evasive cutting methods and notification ahead of time. Heritage Landing has underground wiring.

Mr. McGlennon said he received a call from Mr. Tom Ross of Cox Cable to follow-up on the sales tax issue citizens had questioned Mr. Ross on at the last Board meeting. Mr. McGlennon reported the sales tax was a computer program error and was not applicable to County subscribers. March bills will show a refund to those customers charged the tax after Cox upgraded the system.

K. CLOSED SESSION

Mr. Goodson made a motion to go into closed session at 10:55 p.m. as recommended by the County Administrator.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

Mr. McGlennon reconvened the Board into open session at 11:09 p.m.

Mr. Harrison made a motion to adopt the Closed Session resolution.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and, ii) only such public business matters were heard, discussed or considered by the Board as were identified in the motion, Section 2.1-344(A)(1), to consider a personal matter(s), the appointment of individuals to County boards and/or commissions..

1. Appointment of Individuals to County Boards and/or Commissions, Section 2.1-344(A)(1) of the Code of Virginia

a. Wetlands Board

Mr. Kennedy made a motion to appoint Larry Waltrip to a five-year term on the Wetland Board, term to expire on February 14, 2006.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

b. Redistricting Committee

Mr. Kennedy made a motion to appoint Casey Duplantier, Deborah Schneider, Robert Dunn, Jim Stam, James Barth, Vera Jones, Linda Burgess-Getts, Celestine Bolden, Jeffrey Ryer, and Paul Gerhardt to serve on the Redistricting Committee.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

The Board discussed a proposal from Williamsburg Land Conservancy to gauge Board interest in encouraging the Conservancy to apply for a Farm Land Preservation Program Grant to acquire a 30 year conservation easement over Mainland Farm.

Mr. Harrison made a motion to adjourn at 11:34 p.m.

On a roll call, the vote was: (AYE): Harrison, Kennedy, Nervitt, Goodson, McGlennon (5). NAY: (0).

Sanford B. Wanner
Clerk to the Board

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Anthony Conyers, Jr., Manager of Community Services
SUBJECT: Lott Cary Day

The Reverend Lott Cary was born a slave about 1790 in Charles City County. He purchased his freedom in 1813 and became a minister in 1815. He then helped to create the Richmond African Missionary Society. Between the date of his freedom in 1813 and his untimely death in 1828, Lott Cary became what one local newspaper described as "One of the outstanding characters in the history of the Negro race."

He was the first American missionary to Africa and dedicated much of his life to providing health care to natives of that continent. He is one of the Founding Fathers of Liberia and served briefly as Governor of Liberia in 1828.

The Lott Cary Foreign Mission, based in Washington, D.C., continues to carry out the work of this great American. His great, great, great grandson, the Reverend Ned Cary, has formed the Lott Cary Historical Foundation so as to keep his memory alive.

Today many of Lott Cary's descendants live in James City County and the Reverend Ned Cary is Pastor of the Morning Star Baptist Church in the Roberts District of the County.

With the concurrence of the James City County Historical Commission, staff recommends that we join with Charles City County in proclaiming March 4, 2001, as Lott Cary Day in James City County.

Anthony Conyers, Jr.

AC/gb
LottCary.mem

Attachment

RESOLUTION

LOTT CARY DAY

WHEREAS, the Reverend Lott Cary was born a slave and rose to become America's first Missionary to Africa; and

WHEREAS, the Reverend Lott Cary founded the First Missionary Baptist Church in Africa and is also considered one of the founders of Liberia; and

WHEREAS, the Reverend Lott Cary's work is being carried on today by the Lott Cary Missionary Society and the Lott Cary Historical Foundation; and

WHEREAS, descendants of the Reverend Lott Cary live and work in James City County today.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, declares March 4, 2001, as Lott Cary Day in the County.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

LottCary.res

M E M O R A N D U M

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Needham S. Cheely, III, Director of Parks and Recreation
SUBJECT: Grant-in-Aid Program

In August 2000, the Board of Supervisors approved the first grants awarded through the Grant-in-Aid Program administered by the Division of Parks and Recreation. The County recently solicited a second round of proposals from community organizations.

This 50/50 matching program was designed to aid nonprofit organizations in James City County to acquire parks and recreation equipment and land for citizen use. Qualifying organizations are eligible to apply for funds to pay for playground equipment, fields, services, buildings, and materials as part of a recreation project. These facilities, once built at their location, are then open for the citizens of James City County. Organizations can also acquire a match to money that is donated to the Division for a specific project to be located in a County park.

A committee reviewed seven proposals that were submitted and recommended the following three projects for funding. 1) The Kiwanis Club of Williamsburg requested a match to a \$10,000 donation they made to the Division for a new playground to be located at the District Park Sports Complex. 2) Kristiansand Homeowners Association is recommended for \$645 for assistance with park benches and signage on their new playground site. The neighborhood amenities are available for all citizen use. 3) A grant of \$15,000 is recommended for the Friends of Williamsburg Rowing to purchase a catamaran boat, electric motor, and decking to be located at Little Creek Reservoir Park. This equipment will be used by the co-sponsored club and the Division for kayaking, canoeing, and rowing activities. The total of the grants is \$25,645, leaving a balance of \$15,592.25.

Staff recommends adoption of the attached resolution appropriating the funds as described above.

Needham S. Cheely, III

CONCUR:

Anthony Conyers, Jr.

NSC/tlc
giaawards.mem

Attachment

RESOLUTION

GRANT-IN-AID PROGRAM

WHEREAS, funding is available for the Grant-in-Aid Program in FY 2001 for community park projects;
and

WHEREAS, three organizations to include the Kiwanis Club of Williamsburg, Kristiansand Homeowners Association, and Friends of Williamsburg Rowing applied for funds for program supported recreation project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, approves the matching grant awards to the above-mentioned organizations.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following expenditures.

EXPENDITURES:

Grant-in-Aid Account (0130220900)

Kiwanis Club of Williamsburg	\$10,000
Kristiansand Homeowners Association	645
Friends of Williamsburg Rowing	<u>15,000</u>
Total	<u>\$25,645</u>

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

giaaward.res

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Richard Drumwright, Transit Administrator
SUBJECT: FTA Section 5311 Grant Application Request Federal Matching Funds - FY 02

Funding for the James City County Transit Company is provided under provisions of Section 5311 of the Transportation Efficiency Act of 1998. These Federal revenues support public transportation in nonurban areas to help offset the local contribution. Due to the population growth, 19 percent of our service is defined as nonurban and eligible for the funds.

Our FY 02 annual application requests \$60,265 in Federal Nonurban revenues. Funding support for our service area defined as urban will be requested through the Section 5307 Federal Urban Program.

These resources are important in helping support County goals of economic development and self-sufficiency. Staff recommends adoption of the attached resolution which authorizes the submission of this Section 5311 grant application.

Richard Drumwright

CONCUR:

Anthony Conyers, Jr.

RD/gb
sec5311.mem

Attachment

RESOLUTION

FTA SECTION 5311 GRANT APPLICATION

REQUEST FOR FEDERAL MATCHING FUNDS - FY 02

WHEREAS, the Federal government has made funds available for nonurban public transportation; and

WHEREAS, the Board of Supervisors is desirous of securing said funds in support of the James City County Transit Company's operations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the County Administrator is authorized to execute and file application to the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, for a grant of Federal public transportation assistance under Section 5311 of the Transportation Efficiency Act of 1998. The amount requested for Section 5311 Federal Assistance is \$60,265 to assist in administrative and operating expenses. The County Administrator shall be authorized to accept grant funds awarded and to furnish the Virginia Department of Rail and Public Transportation documents and other information as may be required for processing this grant request.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, certifies that the funds shall be used in accordance with the requirements of FTA Section 5311 Program and that James City County may be subject to audit by the Virginia Department of Rail and Public Transportation and by the State Auditor of Public Accounts.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001

sec5311.res

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Ann Davis, Treasurer
SUBJECT: Destruction of Paid Tax Tickets; Other Tax Tickets; Records

Code of Virginia § 58.1-3129. Destruction of paid tax tickets; other tax tickets; records.

- A. The treasurer may, with the consent of the governing body, destroy all paid tax tickets at any time after five years from the end of the fiscal year during which taxes represented by such tickets were paid, in accordance with retention regulations pursuant to the Virginia Public Records Act (§ 42.1-76 et seq.).

Staff recommends adoption of the attached resolution which approves the destruction of the following tax records:

PAID PERSONAL PROPERTY TAX RECORDS

1992 Personal Property Tax Tickets
1993 Personal Property Tax Tickets

Ann Davis

AD/tlc
tax ticket.mem

Attachment

RESOLUTION

DESTRUCTION OF PAID TAX TICKETS; OTHER TAX TICKETS; RECORDS

WHEREAS, the Code of Virginia § 58.1-3129 states that the Treasurer may, with the consent of the governing body, destroy all paid tax tickets at any time after five years from the end of the fiscal year during which taxes represented by such tickets were paid, in accordance with the retention regulations pursuant to the Virginia Public Records Act (§ 42.1-76 et seq.); and

WHEREAS, the tax tickets hereby referred to are paid personal property tax records from 1992 and 1993.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approve the destruction of the paid personal property tax records from 1992 and 1993.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

tax ticket.res

M E M O R A N D U M

DATE: February 27, 2001

TO: The Board of Supervisors

FROM: Sanford B. Wanner, County Administrator

SUBJECT: Authorization for Two Fire and Two Dispatch Overhires

Due to several Fire Department long-term employees suffering from serious illness and injuries, on duty staffing has been below the minimum level established to provide proper service delivery. This means with a minimum staffing requirement of 24 firefighters per shift, providing service from five fire stations using three shifts, the Fire Department has been providing service with only 23 persons on two shifts for the past year. Insufficient staffing not only affects public safety service delivery but places additional risk on current employees already working in dangerous and stressful occupations for a job related injury. Additionally, staff shortage results in staff coverage problems.

Central Dispatch has experienced high turnover rates due to employees leaving for new job opportunities, terminations, or personal reasons. Central Dispatch continues to experience increased calls for service. Additionally, Wireless 911 calls are now being answered by James City County resulting in increased emergency medical dispatching. Turnover has averaged 1.4 persons per year for the past five years. Training time for a new employee in the 911 Center takes up to a year. Having sufficient staffing to fill vacancies created by turnover, illness, or injury helps ensure staff morale and service delivery.

In order to ensure minimum staffing levels, staff recommends the creation of two Firefighter Recruit positions and two Telecommunicator Trainee positions as "overhire" positions in the Fire Department's FY 01 budget.

Overhire positions are additional positions beyond those required to maintain minimum staffing levels that allow us to provide staffing and continuity of services in light of the uniquely long recruitment and training periods required for firefighters and emergency 911 dispatchers. It can take five months before a vacant Firefighter Recruit position is filled with a minimally trained employee and twelve months for a Central Dispatch employee to reach minimum performance standards.

Funds are available due to turnover for these positions in the FY 01 Budget. The FY 02 budget adopted for planning shows one new, full-time permanent Firefighter Recruit position and one new, full-time permanent Telecommunicator Trainee position. These positions will replace two of the requested overhire positions. The other two overhire positions will be included in the FY 02 budget to help maintain adequate staffing levels during injuries, illnesses, or vacancies.

Staff recommends adoption of the attached resolution authorizing the four overhire positions.

Sanford B. Wanner

SBW/alc
overhire-fire.mem

Attachment

RESOLUTION

AUTHORIZATION FOR TWO FIRE AND TWO DISPATCH OVERHIRES

WHEREAS, the insufficient staffing in the Fire Department and Central Dispatch adversely affects public safety service delivery and places additional stress on employees already working in dangerous and stressful occupations; and

WHEREAS, the Central Dispatch has averaged 1.4 vacancies per year in the previous four years, and the fire department in the past year has been short two staff members due to long-term illness or injury; and

WHEREAS, when vacancies occur, recruitment, hiring, and training can take up to a full year before the employee has reached minimal performance standards, and

WHEREAS, overhire positions are an efficient and effective way to provide staffing and continuity of service during recruitment and training periods.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby establish two full-time permanent Firefighter Recruit overhire positions and two Telecommunications Trainee positions.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of
February, 2001.

fireoverhire.res

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: Darryl E. Cook, Environmental Director
SUBJECT: Dedication of Street in Vass Meadows (Mason's Grant)

Attached is a resolution requesting acceptance of a certain street in Vass Meadows into the State Secondary Highway System. The street has been inspected and approved by representatives of the Virginia Department of Transportation as meeting the minimum requirements for secondary roadways.

Staff recommends adoption of the attached resolution.

Darryl E. Cook

DEC/gb
dedication.mem

Attachments

RESOLUTION

DEDICATION OF STREET IN VASS MEADOWS (MASON'S GRANT)

WHEREAS, the streets described on the attached Additions Form SR-5(A), fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of James City County; and

WHEREAS, the Resident Engineer for the Virginia Department of Transportation advised the Board the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation entered into an agreement on November 1, 1993, for comprehensive stormwater detention which applies to this request for addition.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests the Virginia Department of Transportation to add the streets described on the attached Additions Form SR-5(A) to the secondary system of State highways, pursuant to §33.1-229, Code of Virginia, and the Department's Subdivision Street Requirements.

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

dedication.res

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: John E. McDonald, Manager of Financial and Management Services
SUBJECT: Public Hearing - E-911 Tax Increase

The attached ordinance amendment would increase the E-911 tax rate from \$1.70 a month to \$2.20 a month, effective July 1, 2001. This is consistent with the rate adopted by the Board for planning purposes for the upcoming fiscal year. We are required to give the telephone companies 120 days notice of any change in the rate. A February adoption would allow us to provide notice to implement on July 1, 2001.

The first month of collections for the County would be August when July collections by the telephone companies would be remitted. The additional funds from these proceeds would go directly into Central Dispatch for additional staffing and equipment.

A comparison of local E-911 telephone rates and telephone consumer utility charges for other jurisdictions has been prepared and is in the Board Reading File.

After the public hearing, staff recommends adoption of the attached ordinance.

John E. McDonald

CONCUR:

Sanford B. Wanner

JEM/gb
911tax.mem

Attachment

ORDINANCE NO.

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, TAXATION, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE V, SPECIAL TAX FOR ENHANCED 911 EMERGENCY TELEPHONE SYSTEM, SECTION 20-25, TAX IMPOSED.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Taxation, is hereby amended and reordained by amending Article V, Special Tax for Enhanced 911 Emergency Telephone System, Section 20-25, Tax imposed.

Chapter 20. Taxation

Article V. Special Tax for Enhanced 911 Emergency Telephone System

Sec. 20-25. Tax imposed.

Pursuant to the provisions of section 58.1-3813 of the Code of Virginia, there is hereby imposed a special tax of ~~\$1.70~~ **\$2.20** per month on each consumer of telephone service for each telephone line provided by any corporation subject to the provisions of chapter 26 of title 58.1 of the Code of Virginia; provided, however, that this tax is not imposed on federal, state or local government agencies. The definitions provided in article 4, chapter 38 of title 58.1 shall apply to this article.

This ordinance shall become effective July 1, 2001.

Ordinance to Amend and Reordain
Chapter 20. Taxation
Page 2

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

imposedtax.ord

MEMORANDUM

DATE: February 27, 2001
TO: The Board of Supervisors
FROM: John E. McDonald, Manager of Financial and Management Services
SUBJECT: Public Hearing - Tax Exemptions for the Elderly and Permanently Disabled

The attached ordinance amendment would increase access to the County's program providing tax exemptions to those over 65 or permanently disabled. The maximum qualifying income is proposed to be increased from the current \$22,500 to the State Code maximum of \$30,000. The maximum net combined financial worth, excluding the value of the taxpayer's home and up to an acre of land, is proposed to be increased from the current \$75,000 to the State Code maximum of \$100,000. This ordinance has not been amended in five years.

If taxpayers qualify, they would get a permanent exemption on real estate taxes assessed on the first \$65,000 of their assessed real estate value. Since May 1 is the annual deadline for applications for this exemption program, an adoption in February would allow us to communicate these changes for several months in advance.

The Commissioner of Revenue manages this program and it is our shared projection that this amendment will increase the annual amount of taxes exempted from approximately \$100,000 to \$150,000. It is difficult to project since those who would become eligible with the proposed amendments may not have applied before.

A comparison of similar programs for surrounding jurisdictions has been prepared and is in the Board Reading File. We would be happy to respond to any questions or requests for additional information.

Staff recommends adoption of the attached ordinance.

John E. McDonald

CONCUR:

Richard Bradshaw

Sanford B. Wanner

JEM/gb
exemptions.mem

Attachment

ORDINANCE NO.

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, TAXATION, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING ARTICLE II, EXEMPTION OF CERTAIN PERSONS FROM REAL ESTATE TAXES, SECTION 20-10, QUALIFICATIONS FOR EXEMPTIONS.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Taxation, is hereby amended and reordained by amending Article II, Exemption of Certain Persons from Real Estate Taxes, Section 24-10, Qualifications for exemption.

Chapter 20. Taxation

Article II. Exemption of Certain Persons from Real Estate Taxes

Sec. 20-10. Qualifications for exemption.

Such exemption may be granted for any year following the date that the head of the household and/or his or her spouse occupying such dwelling, to include permanently sited mobile or manufactured homes, as defined in section 36-85.3 Code of Virginia, 1950, and owning title or partial title thereto, becomes permanently and totally disabled or reaches the age of 65 and in addition:

- (a) The total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed ~~\$22,500.00~~ **\$30,000.00**; provided, that the first \$6,500.00 of income of each relative, other than spouse, or the owner or owners who is living in the dwelling shall not be included in such total; and

- (b) The net combined financial worth, including equitable interests, as of the thirty-first day of December of the immediately preceding calendar year, of the owners, and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one acre, upon which it is situated does not exceed ~~\$75,000.00~~ *\$100,000.00*.

State law reference-Similar provisions, Code of Va. § 58.1-3210 et. seq.

This ordinance shall become effective July 1, 2001.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

exemptqualif.ord

M E M O R A N D U M

DATE: February 27, 2001

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Senior Planner
Leo P. Rogers, Jr., Deputy County Attorney

SUBJECT: Lease of 2,500 Square Feet of County Property to American Tower, L.P.

This case was deferred by the Board at the December 19, 2000, and January 23, 2001, meetings.

At the May 24, 2000, Board of Supervisors Work Session, staff provided information and details regarding a proposal to lease a portion of the Government Center Site and the District Park sites to telecommunications companies for the purpose of erecting wireless communication facilities.

At that Work Session, staff recommended that when leases are brought forward to the Board, the Board approve the leasing of tower sites at the Government Center Complex and at the District Sports Complex for the following reasons: 1) Having the providers work with the County is not a new endeavor. The James City Service Authority leases space to providers on many of its water tanks (e.g., Season's Trace, Longhill Road by Eastern State, etc.) and the Regional Jail Authority currently leases space to providers at the tower located at the Regional Jail on Route 143; and 2) Working with the providers to locate a stealth type facility at the Government Center sets a good precedent for providing innovative solutions for providing service while protecting the viewsheds of historic sites and areas, in this instance, the Carter's Grove Country Road. In the absence of working with the County, new facilities may be proposed at other sites where the County would not have so much ability to determine where and what type of facilities are provided. Other sites may be closer or more intrusive to properties owned by the Colonial Williamsburg Foundation, the National Park Service, or the County such as the playing fields at the District Sports Complex, or any of the adjoining roads or residential areas.

At the Work Session, the Board recommended that staff pursue an open invitation for proposals to ensure the County was provided the best, competitive bid available. Staff pursued the open invitation and received one proposal to lease space at the Government Complex location only. Generally, the proposal submitted by American Tower is as follows:

Space Required:	2,500 square feet
Term:	Initial term is for five years, with an option to renew for three (3) additional five year terms.
Improvements:	One stealth tower, that would resemble a flag pole 120 feet in height and one support structure, 10 feet wide by 24 feet long in size - both capable of supporting three independent users. Tenant will pay for all improvements. The County will have prior approval of any improvements.
Insurance:	Tenant shall indemnify and hold James City County harmless and the tenant will provide insurance as needed.
Lease Rate:	Initial annual rent of \$12,000/year with a three percent increase each year.

Earlier this year, staff requested that American Tower conduct a balloon test to confirm any visual impacts. A balloon test consists of raising a 4- to 6-foot diameter, brightly colored balloon in the air to the height of the proposed flag pole. The balloon test revealed that the proposed facility would not be visible to Route 199. Also attending this balloon test was a representative from Kingsmill and a representative from the Colonial Williamsburg Foundation, given the proximity of the proposed facility to the Country Road. Both representatives concurred with staff that the proposed facility would cause no negative visual impacts.

At the January 23, 2001, meeting, a member of the Board inquired into using a "pine tree" design alternative for the proposed tower. Following that meeting, staff visited the City Farm of Newport News where a 140 foot tall "pine tree" stealth facility has been constructed. After analyzing the structure, staff does not recommend its use in this particular application for several reasons: 1) While the "tree" was painted brown, the base construction was very similar to that of a standard monopole tower (i.e., exposed cables, ice bridges, and hand holds). With the "flag pole" design, the cables are buried underground, so the visible appurtenances are greatly minimized. With the presence of the Country Road, staff believes the aesthetics of the base of the facility are as important as the top. 2) Adding pine tree branch and needle elements to the top of the structure significantly increases the tower's mass. The width of the top of the pine tree tower therefore is 18-24 feet, vs. 3-4 feet for the top of the flag pole. Due to the increased weight at the top of the tower, the base of the tower of the pine tree needs to be appropriately larger. The resulting size would then increase the amount of tree clearing and tree limbing needed to install the structure. Staff believes it is important to minimize clearing needed for the installation of the structure and minimize the need for tree canopy limbing. 3) As noted, the balloon test revealed the structure should not be visible from Route 199. Therefore, staff believes the aesthetics of the top of the structure are not of vital concern and believes the flag pole design would better minimize structure massing.

RECOMMENDATION:

On December 19, 2000, and January 23, 2001, staff requested deferral of this case noting that additional time was needed to finalize the specific location of the proposed facilities. The new location is shown on the attached site location map and does not conflict with the Country Road scenic easement. All lease and option documents have been reviewed by the County Attorney's office and are acceptable. Staff recommends approval of the attached resolution.

The public hearing for this case was opened at the December 19, 2000, meeting and was continued to this meeting.

Paul D. Holt, III

Leo P. Rogers, Jr.

CONCUR:

O. Marvin Sowers, Jr.

PDH/tlc
tower.mem

Attachments:

1. Site Location Map
2. Resolution

RESOLUTION

AUTHORIZING LEASE OF TOWER SITE TO

AMERICAN TOWER, L.P.

WHEREAS, James City County owns a 60± acre site commonly known as the Government Center, 101 Mounts Bay Road, and designated as Parcel No. (1-9) on James City County Real Estate Tax Map No. (50-1) (the “Property”); and

WHEREAS, American Tower, L.P., wishes to lease approximately 2,500 square feet of the Property; and

WHEREAS, after a public hearing, the Board of Supervisors is of the opinion that the County should lease a portion of the Property to American Tower, L.P., on the terms and condition contained in the Lease Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the County Administrator is hereby authorized and directed to execute the Lease Agreement between James City County and American Tower, L.P., for a 2,500-square foot portion of the Property and such other memoranda, agreements, or other documents as may be necessary to effectuate the Lease.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

tower.res

M E M O R A N D U M

DATE: February 27, 2001

TO: The Board of Supervisors

FROM: Needham S. Cheely, III, Director of Parks and Recreation

SUBJECT: The 2001 Greenways Master Plan Review Methodology

Introduction and Purpose

The Greenways Master Plan will establish a framework for a network of greenway and trail connections within James City County. Greenways are defined as linear open spaces that are managed for conservation, and/or alternative transportation uses. Greenways often follow natural features such as ridgelines, stream valleys, and rivers; and cultural features such as canals, utility corridors, abandoned rail lines, zoning buffers, roadways, and others. Although each greenway is unique, most greenways are networks of natural open space corridors that connect neighborhoods, parks, and schools to areas of natural, cultural, recreational, scenic, and historic significance. These passageways link people and places to nature for the enjoyment of the community.

In James City County, the greenway plan will be dedicated to protecting and linking the many critical open spaces, cultural sites, and historic and recreational areas. The plan will enable citizens, developers, and the local government to better anticipate and constructively deal with the continued development of the County by retaining specific areas of open space and preserving a desirable community atmosphere. The Greenway Master Plan will help reduce citizen concerns about loss of open space and community aesthetics as growth occurs.

Master Plan Process

The success of the Greenways Master Plan hinges upon strong citizen involvement. A primary goal is to educate all citizens about the positive benefits of greenways, and to provide numerous opportunities for citizens to be involved in the master plan process. A variety of communication media and community outreach methods underpin this effort, including Focus Group sessions which gather input from a broad cross section of the community. Preliminary documents will be prepared by staff, with Steering Committee oversight, and distributed to citizens at various public comment meetings.

One major emphasis of the master plan document will be to demonstrate the multi-objective benefits of greenways as a planning tool. Some of these advantages enhance the economic, recreational, transportation, environmental, educational, and quality of life concerns that citizens have raised in response to growth pressures in the County.

An inventory of significant sites such as parks, schools, natural areas, and historic sites will be gathered to aid map development. An analysis map will determine the opportunity and suitability of various areas and lay the groundwork for greenway corridor recommendations. These corridor recommendations will be conceptual routes and connections shown on a base map for public viewing. The intention of these maps is to initiate public discussion, gaining feedback and ideas to further aid in establishing greenway and trail corridors.

The final step will create a network of bikeways, sidewalks, and greenways with phasing and implementation strategies. The plan will also detail trail components such as trail types, surface types, users, parking and trail access, intersections, bridges, site furnishings, signage, and cost estimates. Other issues to be addressed include American Disabilities Act compliance, liability/risk management, operations, and maintenance.

Key players

Citizens

Citizens will be invited to participate in public meetings to provide the vision for the development of the current and future greenway system.

Citizen Advisory Group

This will be an informal group of persons, who are invited to attend Steering Committee meetings. Much of their input and participation will determine the position of the Steering Committee agenda under public input. Invited by the Parks and Recreation Commission, this group's members will help advocate support of the greenways plan. They will also be invited to attend two focus group presentations and serve as the grass roots liaisons to the community. Some suggested groups to be invited, in addition to the general public, include: Williamsburg Land Conservancy, Friends of Powhatan Creek, The Bird Club of Williamsburg, Colonial Road Runners, Historic Triangle Bicycle Advisory Committee, Chamber of Commerce, Virginia Trails Association, Rails to Trails Conservancy, Appalachian Club, Community Development, Police, Fire, Emergency Medical Services, Virginia Department of Transportation, National Park Service, Department of Forestry, DCR - State Parks, Virginia/Dominion Power and other utilities, James City Service Authority, Williamsburg/James City Schools, Historic Commission, Virginia Cooperative Extension, 4-H Club, Master Gardeners, Department of Environmental Quality, and Colonial Soil and Water.

Greenways Steering Committee

The Board of Supervisors will appoint the Greenways Steering Committee. This Committee will take an active role, meeting biweekly, and act on behalf of staff and citizens to gather, review, and comment on technical information. It will be their work and writing that constitutes draft versions of the Master Plan to be reviewed by the Parks and Recreation Commission. It is suggested that the Steering Committee consist of one Parks and Recreation Commission member, one Planning Commission member, five citizens appointed by the Board of Supervisors (by District), one member at large (WJC Schools representative), and staff.

Parks and Recreation Advisory Commission

The Greenways Steering Committee will deliver its final recommendation to the Parks and Recreation Advisory Commission. The Commission oversees the drafting process and receives the formal master plan. The Parks and Recreation Advisory Commission will hold a public hearing and full review. Upon review, a recommendation will be forwarded to the Board of Supervisors.

Planning Commission

The Planning Commission will receive monthly status reports from staff and committees. The Planning Commission will receive the formal draft plan from the Parks and Recreation Advisory Commission, in the form of a reading file item. A presentation will also be made to the Planning Commission and will be open to their questions and comments.

Board of Supervisors

The Board of Supervisors has the ultimate review and approval authority over the Greenways Master Plan. The Board's decision on plan revisions will be based on the Parks and Recreation Advisory Commission's recommendation and all work, discussions, and issues that led to the development of the recommendation. In addition, the Board will select members to serve on the Greenways Steering Committee.

Staff

The Manager of Development Management, the Director of Parks and Recreation, and other staff will be responsible for guiding and ensuring the accomplishment of the Greenways Master Plan review process. Staff will be responsible for some public participation elements and assume lead responsibility for necessary technical work and plan preparation. Staff will work throughout the process to develop educational materials for public information, to ensure that timetables are followed, and that strong, professional guidance leads the effort.

Procedures

Staff is proposing a review process that is short and tightly focused on the issues, options, and recommended strategies. The process will begin in February 2001 and conclude in the fall of 2001.

I. Community Outreach

Greenway master plans, in many localities, have failed by not sufficiently involving key grass roots and advocacy groups early on in the process. To this end, education and public relations programs are being developed to assist the staff in getting out as much information as possible.

While James City County will greatly benefit from the Greenways Master Plan, several contentious issues may arise during the public outreach process including personal property rights vs. voluntary easements, public safety concerns, conceptual corridors vs. approved corridors, funding, environmental impacts, and property acquisition concerns. The education program will also aim to address these concerns and diffuse misconceptions.

Citizen Outreach

- Flyers, announcing public meetings, will be distributed to areas schools, churches, and civic groups. Flyers will be placed in store windows and other highly visible locations.
- Programs will be aired on the Community Access Channel. These programs will discuss the Greenways Master Plan process and feature discussions with staff and members of the community at large. This will document successful greenway accomplishments that have already occurred in this County as well as in other communities.
- Articles and editorials will be published in the print media. These articles and editorials will discuss different aspects of the plan and encourage citizen input.
- The FYI Publication will also have sections dedicated to discussion of the Greenways Master Plan Process.
- Direct mailings will be made to area civic groups informing them about the process, answering questions, and requesting their input and participation.
- The Neighborhood Connections Team will assist the Greenways Steering Group, Advisory Committee, and the Planning Commission in “getting the word out” and relaying citizen’s concerns and opinions to staff.

Public Input Meetings

The Greenways Steering Committee, with assistance from the Citizen Advisory Group, will conduct public input meetings at various locations throughout the County (i.e. schools and recreation centers). At each of these meetings, attendees will be given an overview of the Greenway Master Plan process and a summary of expectations for that meeting. Citizens will be encouraged to voice their opinions, likes, and outlook on the plan.

II. Draft Plan Preparation

Staff, based upon public input and recommendations from the Advisory Committee, will prepare a draft of the Greenways Master Plan. The Parks and Recreation Advisory Commission will review the draft and, upon completion of all reviews, forward a formal draft to the Planning Commission for its information and make a recommendation to the Board of Supervisors. All Greenways Steering Committee meetings will be open to the public and some will be broadcast on local access cable.

III: Draft Plan Review, Comment, and Revision

The Parks and Recreation Advisory Commission's recommendation to the Board of Supervisors will constitute the first formal draft of the 2001 Greenways Master Plan. Following at least one public hearing by the Parks and Recreation Advisory Commission, that group will develop a recommendation to the Board of Supervisors. The formal draft will then be passed on to the Board who, after at least one public hearing, will have staff prepare the draft for final editing and adoption if necessary.

IV: Final Plan

The 2001 Greenways Master Plan is intended to be broadly supported by the community, easy to understand, and address the needs of future citizens. The Plan will be distributed to all major public facilities.

RECOMMENDATION:

Staff recommends approval of the attached resolution adopting the 2001 Greenways Master Plan Methodology.

Needham S. Cheely, III

CONCUR:

Anthony Conyers, Jr.

John T. P. Horne

RESOLUTION

GREENWAYS MASTER PLAN METHODOLOGY

AND THE CREATION OF THE GREENWAYS STEERING COMMITTEE

WHEREAS, the Board of Supervisors of James City County is interested in developing strategies and a system to address issues related to County-wide greenways in accordance with the Comprehensive Plan and the Parks and Recreation Master Plan; and

WHEREAS, the Parks and Recreation Division has recommended the formation of a Greenways Steering Committee as an appropriate way to examine greenway issues and develop a Greenways Master Plan for formal action.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve the Greenways Master Plan Methodology and endorse the formation of a Greenways Steering Committee as described herein.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of February, 2001.

greenwycsc.res