

AGENDA
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
November 22, 2016
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Boy Scout Troop 180

E. PUBLIC COMMENT - Until 7 p.m.

F. PRESENTATIONS

1. HRMFFA Presentation - Ret. Admiral Quigley, Executive Director

G. CONSENT CALENDAR

1. Contract Award-CRFP Splash Pad and Pump House
2. FY17 DEQ Litter Grant - \$12,705
3. Building B HVAC Replacement

H. PUBLIC HEARING(S)

1. 2035 Strategic Plan

I. BOARD CONSIDERATION(S)

1. Exemption from County Real and Personal Property Taxes
2. Skiffes Creek Switching Station Request for a Delay by Applicant to June 27, 2017

J. BOARD REQUESTS AND DIRECTIVES

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

L. PUBLIC COMMENT

M. CLOSED SESSION

N. ADJOURNMENT

1. Adjourn until 6:30 pm on December 13, 2016 for the Regular Meeting

ITEM SUMMARY

DATE: 11/22/2016
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Boy Scout Troop 180

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 3:53 PM

ITEM SUMMARY

DATE: 11/22/2016
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: HRMFFA Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 3:41 PM

ITEM SUMMARY

DATE: 11/22/2016
TO: The Board of Supervisors
FROM: John Carnifax, Director of Parks and Recreation
SUBJECT: Contract Award-CRFP Splash Pad and Pump House

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Carnifax, John	Approved	11/14/2016 - 11:00 AM
Publication Management	Babbitt, Katterina	Approved	11/14/2016 - 11:56 AM
Legal Review	Kinsman, Adam	Approved	11/14/2016 - 1:04 PM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 8:42 AM
Board Secretary	Purse, Jason	Approved	11/15/2016 - 10:44 AM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 11:14 AM

M E M O R A N D U M

DATE: November 22, 2016

TO: The Board of Supervisors

FROM: John Carnifax, Director of Parks and Recreation

SUBJECT: Contract Award - Chickahominy Riverfront Park Splash Pad and Pump House - \$388,500

Improvements to address the replacement of the small pool at Chickahominy Riverfront Park, which was demolished due to excessive leaking and exceedance of monthly groundwater withdrawal limits, has begun.

Improvements under this proposed contract will consist of the purchase and installation of a new Splash Pad in the area of the former pool, the demolition of a small pump house which previously served the old pool, the construction of a new pump house that will serve both the existing pool and new splash pad and the renovation of the existing large pump house to a storage facility. A Request for Proposals (RFP) for design of the new Splash Pad and pump house was released in September 2016 and three vendors responded. Accord Pools, LLC was selected to work with staff to complete the final design of the new Splash Pad and pump house. The final design incorporates the existing outdoor and nature inspired themes of the park, includes a combination of ground spray, vertical elements which can be customized and upgraded to provide new experiences each operating season and is fully accessible.

Accord Pools, LLC has received positive references for similar projects, and has the ability to meet the timeline for a Memorial Day opening. The contract amount of \$388,500 is consistent with the project estimate and funds are available in the approved Capital Budget. The attached resolution would authorize the contract award to Accord Pools, LLC for completion of the new Splash Pad and pump house at Chickahominy Riverfront Park.

Staff recommends approval of the attached resolution.

JC/kb
CA-splashpad-mem

Attachments

RESOLUTION

**CONTRACT AWARD – CHICKAHOMINY RIVERFRONT PARK SPLASH PAD AND PUMP
HOUSE - \$388,500**

WHEREAS, funds are available in the Capital Improvement Budget to cover the design and installation of a new Splash Pad and pump house; and

WHEREAS, Accord Pools, LLC was selected to complete the final design of the Chickahominy Riverfront Park Splash Pad and pump house through a Request for Proposals process; and

WHEREAS, the installation of a Splash Pad and pump house will provide an additional water activity for visitors to the park.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contract for the installation of a new Splash Pad and pump house at Chickahominy Riverfront Park to Accord Pools, LLC in the amount of \$388,500.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of November, 2016.

CA-splashpad-res

MEMORANDUM

DATE: November 22, 2016
TO: The Board of Supervisors
FROM: Dawn Oleksy, Environmental Coordinator
SUBJECT: Grant Award - Virginia Department of Environmental Quality - \$12,705

The FY 16 Virginia Department of Environmental Quality Litter Prevention and Recycling Grant was awarded to James City County in the amount of \$12,705.

The attached resolution appropriates the grant amount of \$12,705 to the Special Projects/Grants Fund in support of the litter prevention, beautification and recycling programs.

The Litter Grant Fund is appropriated by the James City Clean County Commission to educate and encourage residents, local businesses and industry to enhance both the physical and visual environment. Examples of annual programs and activities supported by the litter grant include the Annual Spring Cleanup, Community Outreach and Environmental Education, Household and Hazardous Chemical Collections and Computer Recycling.

Staff recommends adoption of the attached resolution.

DO/nb
GA-VDEQ-mem

Attachment



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address:

629 East Main Street, Richmond, Virginia 23219

Mailing

address: P.O. Box 1105, Richmond, Virginia 23218

David K. Paylor
Director

(804) 698-4020
1-800-592-5482

www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

gov

October 11, 2016

Mr. Bryan Hill
Administrator, County of James City
101 Mounts Bay Rd., Bldg D
Williamsburg, VA 23185

Dear Mr. Hill,

I am pleased to inform you that a grant award of **\$12,705.00** has been approved for the **County of James City** Litter Prevention and Recycling Program activities for the period July 1, 2016 to June 30, 2017. Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact Prina Chudasama at prina.chudasama@deq.virginia.gov or at (804)698-4159.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sanjay Thirunagari'.

Sanjay Thirunagari
Manager, Recycling and Litter Programs
Division of Land Protection &

Revitalization

Cc: Grant file

ITEM SUMMARY

DATE: 11/22/2016
TO: The Board of Supervisors
FROM: Grace A. Boone, Assistant General Services Director
SUBJECT: Building B HVAC Replacement

The Building B HVAC upgrade includes the removal of 3 HVAC systems and a boiler. The new system will provide better zone controllability and dehumidification and overall system performance. The building control system will be completely upgraded to meet County IT standards. There are sufficient funds available in the project budget for the HVAC upgrade.

ATTACHMENTS:

	Description	Type
□	mem	Cover Memo
□	res	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
General Services	Horne, John	Approved	11/3/2016 - 1:57 PM
Publication Management	Burcham, Nan	Approved	11/3/2016 - 2:12 PM
Legal Review	Kinsman, Adam	Approved	11/3/2016 - 2:42 PM
Board Secretary	Fellows, Teresa	Approved	11/10/2016 - 8:07 AM
Board Secretary	Purse, Jason	Approved	11/15/2016 - 8:05 AM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 8:41 AM

MEMORANDUM

DATE: November 22, 2016
TO: The Board of Supervisors
FROM: Grace A. Boone, Assistant Director of General Services
SUBJECT: Contract Award - Building B HVAC Replacement - \$475,687

Over the past decade, the Department of General Services has been incorporating Trane HVAC controls and equipment into County facilities. Standardization reduces equipment downtime and improves response time and customer service because various parts will be on hand and interchangeable from facility to facility. In addition, troubleshooting and diagnosis of service issues requires less time. Standardization promotes safety because staff members can rely on their previous experience and training when servicing the equipment.

The Building B HVAC upgrade includes the removal of three HVAC systems and a boiler. The new system will provide better zone controllability, dehumidification and overall system performance. The building control system will be completely upgraded to meet County IT standards. There are sufficient funds available in the project budget for the HVAC upgrade.

General Services, in consultation with the Purchasing Office, determined that Damuth Trane's proposal to replace and install the new systems at a proposed cost of \$475,687 is reasonable in comparison to other current County HVAC replacements and current construction cost indices.

Staff recommends approval of the attached resolution authorizing the sole source purchase of installation services from Damuth Trane in the amount of \$475,687 for Building B HVAC.

GAB/kb
CA-BuildingVHVACRPI-mem

Attachment

RESOLUTION

CONTRACT AWARD – BUILDING B HVAC REPLACEMENT - \$475,687

WHEREAS, the James City County Department of General Services is standardizing HVAC building controls and equipment in County facilities to promote operational efficiency and safety; and

WHEREAS, the current Building B HVAC controls and equipment will be replaced; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Office, that Damuth Trane is the only source practicably available to install the HVAC controls and equipment required; and

WHEREAS, Damuth Trane submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable and adequate funds are available in the Capital Improvement budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$475,687 to Damuth Trane and Trane Corporate for Building B controls and equipment.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Brian J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of November, 2016.

CA-BuildingBHVACRpl-res

ITEM SUMMARY

DATE: 11/22/2016
TO: The Board of Supervisors
FROM: Jody Puckett, Director of Communications
SUBJECT: Adoption of the 2035 Strategic Plan

ATTACHMENTS:

	Description	Type
▣	Staff Memo	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Admin	Purse, Jason	Approved	11/10/2016 - 8:24 AM
Publication Management	Colonna, Tina	Approved	11/10/2016 - 8:35 AM
Legal Review	Kinsman, Adam	Approved	11/10/2016 - 8:48 AM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 8:41 AM
Board Secretary	Purse, Jason	Approved	11/15/2016 - 10:43 AM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 11:04 AM

MEMORANDUM

DATE: November 22, 2016

TO: The Board of Supervisors

FROM: Jody Puckett, Director of Communications

SUBJECT: Adoption of the 2035 Strategic Plan

In October 2015, the 2035 Strategic Plan process was initiated by James City County. The County's consultant, Clarion and Associates, led a process to create a guidebook that will direct County operations and investments for the next 20 years. It is a culmination of a year-long, first-of-its-kind effort by the County to evaluate current policy direction, economic opportunities and fiscal constraints, to create a single, integrated strategic plan.

Creation of the document included input from the Strategic Plan Advisory Group, made up of community stakeholders; the Technical Advisory Group, made up of County staff; as well as direct community feedback through two rounds of public forums and multiple online outreach efforts.

Role of the 2035 Strategic Plan

The Plan is a tool that will assist in County decision-making regarding the allocation of public resources (revenues and staff time). It will take guidance from the County's Comprehensive Plan and other planning documents and translate them into specific work priorities in short-term, medium-term and long-term time frames. It also offers an opportunity to set new goals identified by the community.

The short-term projects and initiatives will be used to develop the work plans for County departments, and the County's bi-annual budget and Capital Improvement Program (CIP) priorities. Medium-term and long-term projects and initiatives help to define future funding needs and cost projections for financial planning purposes.

Community and Staff Involvement

In November 2015, Clarion met with 42 community stakeholders in a focus group format. The Strategic Planning Advisory Group was formed and included 17 individuals representing community, business, health, education and tourism in James City County. This group met throughout the process and provided guidance in the formulation and evaluation of the goals and initiatives. The Technical Advisory Committee included 16 senior staff and provided the background information necessary to determine how the goals could be met and whether the initiatives were included in existing documents or required additional resources.

Finally, Clarion conducted Public Open House meetings on March 30 and September 12, 2016. Over 500 citizens participated in exercises that shaped the focus of the plan.

Goal Areas

After reviewing all of the existing County documents, with extensive interaction from Committees and citizens, the following Goals are presented as a part of the Strategic Plan:

Goal #1: Sustainable Long-Term Water Supply

James City County will provide an adequate, potable, long-term water supply that is financially sustainable for the County's current and future residents and businesses.

Goal #2: Modern Infrastructure, Facilities and Technology Systems

The County will undertake strategic investments to modernize infrastructure, community facilities, public education and technology to enhance the quality of life provided to its residents, address the changing needs of its aging population, and improve the prospects for growing and new businesses. These investments will be funded using sustainable approaches that will maintain the fiscal health of the County.

Goal #3: Expanding and Diversifying Local Economy

James City County will support the expansion and diversification of the local economy by providing the regulatory framework to support business development, by undertaking economic development marketing and recruitment efforts, and by fostering the development and expansion of businesses.

Goal #4: Protected Community Character and an Enhanced Built Environment

James City County's unique historic assets, natural environment, rural character, hometown feel, and attractive developments will be protected and maintained over time. Community corridors and older developed centers and neighborhoods will be enhanced and revitalized.

Goal #5: Exceptional Public Services

James City County will provide an exceptional quality of life to its residents by focusing on the provision of public services that meet the need of a changing population. The County will do this by maintaining a safe environment for its residents, improving services to the County's aging population, enhancing parks and recreational offerings, supporting strategies to facilitate the development of affordable workforce housing, and providing effective assistance to the County's underserved populations.

Goal #6: High Quality Education

James City County will support high quality education by focusing primarily on its core fiscal responsibility of funding high quality public schools through joint facility planning efforts with WJCC Schools and by collaborating on opportunities to support other education efforts in the County.

Goal #7: Fiscally Efficient Government

The County will manage government finances using sound fiscal management practices to ensure short-term and long-term funding strategies for future investments. These investments will be funded using sustainable approaches that will maintain the fiscal health of the County.

Recommendation:

The link to the Final 2035 Strategic Plan has been attached for your reference, as well as a link that contains the full list of appendices and background information from the planning process.

Staff recommends that the Board of Supervisors adopt the 2035 Strategic Plan.

JP/nb

StrategicPlan2016-mem

Attachments:

1. Resolution
2. [2035 Strategic Plan](http://jccstrategy2035.org/document/jcc-2035-strategic-plan-%E2%80%93-public-hearing-draft) - <http://jccstrategy2035.org/document/jcc-2035-strategic-plan-%E2%80%93-public-hearing-draft>
3. [Link to Phase 5 Appendices](http://jccstrategy2035.org/documents-reports) - <http://jccstrategy2035.org/documents-reports>

RESOLUTION

ADOPTION OF THE 2035 STRATEGIC PLAN

WHEREAS, Clarion and Associates was chosen as a consultant to lead the strategic planning process; and

WHEREAS, in October 2015 James City County kicked-off the year-long process to develop a Strategic Plan; and

WHEREAS, the process included the input of community stakeholders, a Strategic Planning Advisory Group made up of citizens from James City County, as well as a Technical Advisory Group made up of senior County staff; and

WHEREAS, James City County held public open house meetings on March 30 and September 12, 2016; and

WHEREAS, the results of the work of these groups has been documented in the 2035 Strategic Plan; and

WHEREAS, the document will be used to assist in County decision-making regarding the allocation of public resources during future budget adoption.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the 2035 Strategic Plan.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:		VOTES		
		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
	_____	MCGLENNON	_____	_____
	Bryan J. Hill	LARSON	_____	_____
	Clerk to the Board	ONIZUK	_____	_____
		SADLER	_____	_____
	HIPPLE	_____	_____	

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of November, 2016.

ITEM SUMMARY

DATE: 11/22/2016

TO: The Board of Supervisors

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

SUBJECT: Exemption from County Real and Personal Property Taxes

ATTACHMENTS:

	Description	Type
□	Exemption from County Real and Personal Property Taxes	Cover Memo
□	Application	Exhibit
□	Non Profit Organizations	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Mellen, Sue	Approved	11/10/2016 - 8:26 AM
Publication Management	Colonna, Tina	Approved	11/10/2016 - 8:35 AM
Legal Review	Kinsman, Adam	Approved	11/10/2016 - 8:49 AM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 8:42 AM
Board Secretary	Purse, Jason	Approved	11/15/2016 - 10:49 AM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 11:14 AM

MEMORANDUM

DATE: November 22, 2016

TO: The Board of Supervisors

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

SUBJECT: Exemption from County Real and Personal Property Taxes

At the October 25, 2016 Board of Supervisor's meeting, the Board asked for staff to provide more information regarding property tax exemptions for charitable and benevolent organizations not otherwise exempted by either state law or the State Constitution. The organizations can be exempted if they are: 1) providing services to residents of James City County and/or the Greater Williamsburg area; 2) certain factors outlined in § 58.1-3651 of the State Code are considered; and 3) an ordinance is adopted, after a public hearing, that sets out the exemption. Attached for your reference is the Application that the County has used in the past.

The factors that must be considered are listed in the State Code:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954.
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Virginia Alcoholic Beverage Control Board to such organization, for use on such property.
3. Whether any director, officer or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services, which such director, officer or employee actually renders.
4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions or local, state, or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services.
5. Whether the organization provides services for the common good of the public.
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.
7. The revenue impact to the locality and its taxpayers of exempting the property.
8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance. In past applications the Board has asked if the County would have to provide services that are now provided by the petitioning organization if that organization were not operating in the community.

Exemption from County Real and Personal Property Taxes

November 22, 2016

Page 2

A review of surrounding localities has revealed that the localities have stopped granting exemptions. The County currently has 18 organizations that are either grandfathered by State Code or the Board has granted an exception and has received an application for exemption by a new organization.

Staff looks for Board guidance regarding these exemptions.

SRM/nb

TaxExemptions-mem

Attachment



Application for Real Property Tax Exemption

Please complete a separate application for each parcel.

Tax Parcel Number: _____

Property Address: _____

Legal Description: _____

Estimated Value of the Property Identified: _____

Property Owner: _____

Mailing Address: _____

Name(s) and title(s) of official representatives that might be contacted if there are questions on this application.

Please provide a description of the current uses of the property, be as specific as you can.

Daytime Telephone, E-Mail, and/or Fax:

1. Is the property owner chartered or incorporated under the laws of the Commonwealth of Virginia?

YES NO

If yes, attach a copy of the charter or Articles of Incorporation and Bylaws or any other documents governing the property owner entity.

2. For what purpose is the owner chartered, incorporated, or otherwise in existence?

3. The property qualifies for exemption based on (**check one box only please**):

CLASSIFICATION ARTICLE X, SECTION 6 OF THE CONSTITUTION OF VIRGINIA

Request for tax exemption of real and/or personal property after January 1, 2003

- Owned directly or indirectly by Commonwealth of Virginia or any political subdivision
- A church or religious body with uses shown in Section 58.1-3606 and -3617
- Nonprofit private or public burying grounds or cemeteries
- Libraries or private schools, as defined and used in accordance with Section 58.1-3606

3. The property qualifies for exemption based on (**check one box only please**) - *Continued*:

GRANDFATHERED BY DESIGNATION -JAMES CITY COUNTY (VA CODE 58.1-3607;-3650)

Approved by the General Assembly prior to 1971

- Association for the Preservation of Virginia Antiquities
- Veterans of Foreign Wars Posts 4639 and 8046
- Boy Scouts of America
- American Red Cross
- James City-Bruton Volunteer Fire Department
- Daughters of the Confederacy
- Jamestown Moose Lodge 757
- Knights of Gideon
- Colonial Williamsburg Foundation, as Described in Code Section 58.1-3607
- Masonic Lodge
- Norge Community Center
- Toano Women's Club
- Other<"""" _____ (Please Document)

DESIGNATION BY JAMES CITY COUNTY (ARTICLE X, SECTION 6 OF THE CONSTITUTION OF VIRGINIA AND VIRGINIA CODE 58.1-3651)

Request for tax exemption of real and/or personal property after January 1, 2003

4. Please provide a specific explanation of the property use. If there are several types of use, or several parcels, indicate such usages by areas of the buildings, floor locations, and land allocations.

5. Does any individual or entity other than the property owner occupy or use any part of the premises?

YES NO

If yes, provide details:

6. Is any income received from the use of any portion of the property whether considered as rent or reimbursement for services incurred?

YES NO

If yes, provide details:

7. Does the property owner have an exemption from taxation under the United States Internal Revenue Service (IRS) Code, Section 501(c)?

YES NO

Under any other provision of the IRS Code?

YES NO

If yes to either, please provide:

the IRS identification number: _____

the date of the IRS ruling: _____

8. Is the property owner requesting 100 percent exemption from real or personal property taxes?

YES NO

If no, provide the percentage requested and a detailed explanation:

9. Attach your most recent financial statements; including where applicable, forms filed with the IRS, reflecting income and expenditures for the most current 12-month reporting period. All submitted documents will become part of this application.

The attached financial statement is for the period _____ to _____.

Attach a list containing the names of all trustees together with any date and court in which they were qualified.

Attach the names and compensation of all directors, officers, or employees of the organization.

Attach a description and an estimate of value for any donated personal services, in-kind contributions or other material services that would be defined as donations.

10. Please answer Yes or No to the following questions:

Has a current annual alcoholic beverage license for serving alcoholic beverages been issued by the Virginia Alcohol Beverage Control Board to the applying organization for use on such property? _____
(If Yes - Please explain)

Does any part of the net earnings of the applicant organization inure to the benefit of any individual?
_____ (If Yes - Please explain)

11. Please describe the circumstances that would qualify or disqualify a James City County resident for services provided by your organization.

12. Please describe any activities of the organization that involve lobbying efforts or otherwise attempting to influence legislation. Also describe if the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.

Please certify to the following statement, or provide an explanation why you cannot.

I certify that the applicant has no rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

ORGANIZATION:

By: Officer's Name: _____

Officer's Title: _____

Date: _____

STATE OF VIRGINIA
COUNTY OF JAMES CITY

_____ (**Officer's Name**) being duly sworn, deposes, and states that
as the _____ (**Officer's Title**) of _____

(Legal Name of Ownership Organization), he or she has read this application and knows the contents thereof and that the matters stated are true.

(**Signature of Officer**)

Subscribed and sworn to before me this _____ day of _____.

(**Notary Public**)

CommonName	Owner1	Notes
Drug Action Center	DRUG ACTION CENTER	
Child Development Resources	WILLIAMSBURG AREA CHILD	
Cori Sikich Foundation	OTEY, DAVID W TRUSTEE JR	
James City-Bruton Vol Fire Station	JAMES CITY-BRUTON VOLUNTEER	
Toano Women's Club	TOANO WOMEN'S CLUB	
Chickahominy Masonic Lodge #266	CHICKAHOMINY LODGE NUMBER 286	
Child Development Resources	CHILD DEVELOPMENT RESOURCES, INC	
Williamsburg Conservancy	WILLIAMSBURG LAND CONSERVANCY	
VFW - Post 8046	V F W - POST 8046	
Norge Community Center	NORGE COMMUNITY CENTER	
Moose Lodge No. 757	JAMESTOWN LODGE NO 757	
Hospice Support Care of Williamsburg	HOSPICE SUPPORT CARE OF WILLIAMSBURG	
VFW Post 4639	V F W- CHESS POST 4639	
Civil War Historic Site	DAUGHTERS OF CONFEDERACY	
Jamestown 4-H Club	JAMESTOWN 4-H	
Jamestown Island	ASSOCIATION FOR THE PRESERVATION OF VA ANTIQUITIES	
Vietnam Veterans of America, No. 957	Not Applicable	Personal Property Only
Avalon	AVALON LIMITED PARTNERSHIP	
Peninsula Pastoral Counseling Center	PENINSULA PASTORAL COUNSELING	

ITEM SUMMARY

DATE: 11/22/2016

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Skiffes Creek Switching Station Request for a Delay by Applicant to June 27, 2017

ATTACHMENTS:

	Description	Type
▣	Letter	Backup Material
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	11/14/2016 - 1:03 PM
Publication Management	Babbitt, Katterina	Approved	11/14/2016 - 3:21 PM
Legal Review	Kinsman, Adam	Approved	11/15/2016 - 2:12 PM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 2:14 PM
Board Secretary	Purse, Jason	Approved	11/15/2016 - 4:37 PM
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 4:39 PM

November 14, 2016

BY EMAIL AND BY MAIL

The Honorable Michael J. Hipple, Chairman
James City County Board of Supervisors
Post Office Box 8784
Williamsburg, Virginia 23187-8784

RE: Skiffes Creek Switching Station (the "Station")--Request by Virginia Electric and Power Company d/b/a Dominion Virginia Power ("Dominion") for Deferral of Public Hearings on Rezoning, Special Use Permit, Height Waiver and Appeal of Planning Commission Decision Relative to Substantial Accord Review (collectively, the "Applications")

Dear Mr. Hipple:

On behalf of Dominion, please accept our continued appreciation for the diligence and patience exhibited by the James City County Board of Supervisors (the "Board") regarding Dominion's pending Applications. As you know, Dominion, the Army Corps of Engineers and the consulting parties have been and continue to be in discussions regarding the draft Memorandum of Agreement ("MOA") that, if approved, will address mitigation measures related to the river crossing project. Although we are hopeful that the MOA will be completed in the near future, it is possible that the MOA will not be completed prior to the Board's scheduled a public hearing on the Applications on December 13, 2016.

Given that the MOA is not likely to be resolved prior to the Board's hearing on December 13th, we believe that a delay in the public hearing on the Station is appropriate. In order to provide sufficient time for the MOA review process to more fully mature, on behalf of Dominion we respectfully request that the Board delay the public hearing on the Applications to its meeting on June 27, 2017.

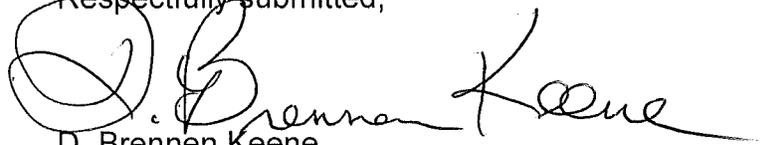
Please note that the appeal of the Planning Commission's action on Dominion's request for a substantial accord determination pursuant to Virginia Code section 15.2-2232 typically must be heard by the Board within sixty (60) days from filing of that appeal. Further, Virginia Code section 15.2-2286(A)(7), requires that the Board act upon the rezoning, special use permit, and height waiver Applications and make a decision on those Applications within twelve months unless the applicant requests or consents to action beyond such period. However, by this letter Dominion hereby acknowledges and confirms that the sixty (60) day time period to hear the appeal of the substantial accord review and the twelve month period for action on the rezoning,

The Honorable Michael J. Hipple
November 14, 2016
Page 2

special use permit, and height waiver Applications will be extended to the Board's June 27, 2017 meeting should the Board approve Dominion's preferred deferral request.

Thank you in advance for your consideration in this matter.

Respectfully submitted,



D. Brennen Keene

cc: Mr. Bryan Hill, County Administrator,
James City County
Adam Kinsman, Esquire, County Attorney,
James City County
Mr. Paul Holt, Planning Director
James City County
Ms. Courtney Fisher

RESOLUTION

SKIFFES CREEK SWITCHING STATION

REQUEST FOR A DELAY BY APPLICANT TO JUNE 27, 2017

- 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 (SUP) process; and
- WHEREAS, Ms. Adena Patterson of McGuire Woods, LLP has applied for an SUP, a rezoning and a height waiver on behalf of Virginia Electric and Power Company d/b/a Dominion Virginia Power (the "Owner") for an electrical switching station (the "Station") on properties located at 8968, 8964 and 8960 Pocahontas Trail, further identified as James City County Real Estate Tax Map Parcel Nos. 5920100002, 5920100044A and 5920100013 (the "Property"); and
- WHEREAS, the proposed Station is depicted on the plan prepared by Dewberry dated July 24, 2015, entitled "Overall Plan Skiffes Creek Switching Station" and containing nine pages; and
- WHEREAS, a public hearing was advertised, adjoining property owners notified and a hearing conducted on Case Nos. Z-0003-2015 and SUP-0002-2015; Case No. HW-0001-2015, the height waiver request, is not a matter for the Planning Commission to consider; and
- WHEREAS, following a public hearing at the August 5, 2015, Planning Commission meeting, the motion for a recommendation of approval for Application Nos. SUP-0002-2015 and Z-0003-2015 failed by a vote of 2-4; and
- WHEREAS, on August 17, 2015, the Owner sent a letter to the County appealing the Va. Code § 15.2-2232 finding wherein the Planning Commission found that the proposed rezoning was not in substantial accord with the Comprehensive Plan and such appeal is to be heard by the Board of Supervisors within 60 days from the date of the appeal; and
- WHEREAS, on September 17, 2015, on behalf of the Owner, Mr. Brennen Keene of McGuire Woods, LLP the Owner sent a letter to Chairman Michael Hipple on September 17, 2015, asking that the public hearings for Case Nos. Z-0003-2015/SUP-0002-2015/HW-0001-2015 and the appeal of § 15.2-2232 be delayed until November 24, 2015; and
- WHEREAS, on October 23, 2015, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of § 15.2-2232 be delayed until December 8, 2015; and
- WHEREAS, on December 4, 2015, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of § 15.2-2232 be delayed until February 9, 2016; and
- WHEREAS, on January 8, 2016, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of § 15.2-2232 be delayed until March 8, 2016; and

WHEREAS, on February 5, 2016, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of § 15.2-2232 be delayed until August 9, 2016, with an option to request an earlier hearing should the Army Corps of Engineers issue a permit with sufficient time to properly advertise, or, alternatively, that the public hearings be delayed until May 10, 2016; and

WHEREAS, on June 27, 2016, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of § 15.2-2232 be delayed until December 13, 2016, with an option to request an earlier hearing should the Army Corps of Engineers issue a permit with sufficient time to properly advertise, or, alternatively, that the public hearings be delayed until October 25, 2016; and

WHEREAS, on November 14, 2016, Mr. Brennen Keene of McGuire Woods, LLP, on behalf of the Owner, sent a letter to Chairman Michael Hipple asking that the public hearings for Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the appeal of § 15.2-2232 be delayed until June 27, 2017; and

WHEREAS, the Board of Supervisors has a Legislative Action Deferral Policy, which was adopted on September 25, 2012, and acknowledges and agrees to waive the policy in these matters; due to extenuating circumstances unique to these applications.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves a delay in hearing Case Nos. Z-000-2015, SUP-0002-2015 and HW-0001-2015 and the § 15.2-2232 appeal until June 27, 2017.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of November, 2016.

ITEM SUMMARY

DATE: 11/22/2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: County Administrator's Report

ATTACHMENTS:

	Description	Type
□	Report	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/15/2016 - 3:44 PM

MEMORANDUM

DATE: November 22, 2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: County Administrator's Report

The following is a summary of activities that took place November 2, 2016, through November 15, 2016:

November 2, 2016 (Wednesday)

- Met with Rebecca Vinroot, Social Services Director
- Met with John Horne, General Services Director
- Attended Hampton Roads Planning District Commission (HRPDC) Hampton Road Chief Administrative Officers' meeting
- Met with Supervisor John McGlennon
- Met with Tom Tingle, President at Guernsey Tingle

November 3, 2016 (Thursday)

- Radio sport show

November 4, 2016 (Friday)

- Attended James City County (JCC) Schools Pathways Program at Warhill High School
- Met with Latara Branch, Civic Engagement Coordinator

November 7, 2016 (Monday)

- Met with Tim Harris

November 8, 2016 (Tuesday)

- Attended Board of Supervisors meeting

November 9, 2016 (Wednesday)

- Met with Jody Puckett, Communications Director
- Attended Neighborhood Forum

November 10, 2016 (Thursday)

- Met with Sue Mellen, FMS Director, Russell Seymour, Economic Development (ED) Director, IT and ED staff; ED website preview
- Attended pre-agenda meeting
- Attended 1-year Anniversary of Launchpad Greater Williamsburg Business Incubator
- Attended 10-year Anniversary of Campana Waltz Commercial Real Estate

County Administrator's Report

November 22, 2016

Page 2

November 14, 2016 (Monday)

- Met with John Carnifax, Parks & Recreation Director
- Met with Ryan Ashe, Fire Chief
- Met with Russell Seymour, ED Director
- Met with Rich Batten, Strategic Plan Advisory Group member
- Met with Patrick Teague, HR Interim Director

November 15, 2016 (Tuesday)

- Met with Jason Purse, Assistant County Administrator
- Visit to Parks & Recreation department
- Met with students at Matthew Whaley Elementary School

BJH/kb

CA-Report112216-mem

ITEM SUMMARY

DATE: 12/13/2016
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on December 13, 2016 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/10/2016 - 10:49 AM