

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 13, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

E. PUBLIC COMMENT

F. PRESENTATIONS

1. Eagle Scout Recognition
2. Anheuser Busch Presentation - Mr. Bryan Derr
3. Best Urban BMP in the Bay Award

G. CONSENT CALENDAR

1. Minutes Adoption - May 9, 2017 Regular Meeting
2. Contingency Transfer to Merrimac Juvenile Detention Center
3. Contingency Transfer for Insurance

H. PUBLIC HEARING(S)

1. Amendment to County Code Section 15-36, Discharge of Firearms
2. SUP-0026-2016, Forest Glen Section 5
3. Hampton Marine Services Lease

I. BOARD CONSIDERATION(S)

1. Gordons Creek No Wake Zone - CRFP

J. BOARD REQUESTS AND DIRECTIVES

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

L. CLOSED SESSION

1. Historical Commission Appointments
2. Appointments to the Stormwater Program Advisory Committee
3. Appointment to Thomas Nelson Community College Local Board
4. Appointment to Williamsburg Area Arts Commission

5. Staff Appointment to the WATA Board of Directors

M. ADJOURNMENT

1. Adjourn until 4 p.m. on June 27, 2017 for the Work Session

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Eagle Scout Recognition

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:10 PM

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Anheuser Busch Presentation - Mr. Bryan Derr

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:09 PM

ITEM SUMMARY

DATE: 6/13/2017

TO: Board of Supervisors

FROM: Frances C. Geissler, Director, Stormwater Division

SUBJECT: Best Urban BMP in the Bay Award

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	PowerPoint Presentation	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Stormwater	Geissler, Fran	Approved	6/1/2017 - 2:48 PM
General Services	Boone, Grace	Approved	6/1/2017 - 3:25 PM
Publication Management	Trautman, Gayle	Approved	6/1/2017 - 3:28 PM
Legal Review	Kinsman, Adam	Approved	6/6/2017 - 1:43 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 1:47 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:00 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:08 PM

MEMORANDUM

DATE: June 13, 2017

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater

SUBJECT: Best Urban BMP in the Bay Award

In March, the James Terrace Water Quality Improvement Project won “best in category” for the 2017 Best Urban BMP in the Bay Award from the Chesapeake Stormwater Network (CSN) in the Retrofit Category. CSN is a nonprofit organization that seeks to improve implementation of sustainable stormwater management and environmental site design practices in each of 1,300 communities and seven states in the Chesapeake Bay Watershed.

CSN looked for projects that:

- Solved difficult design challenges or site constraints that might be transferable to future retrofit projects;
- Are cost-effective in relation to the drainage area served (some general documentation requested);
- Enhanced the habitat or green space values of the pre-existing stormwater practice; and
- Significantly improved neighborhood or community amenities.

The James Terrace Water Quality Improvement Project involved the installation of an innovative system of water quality treatment facilities to reduce nutrient and bacteria loads and decrease flooding in a County neighborhood. The three phase project consisted of a bio-retention swale and two regenerative stormwater conveyance channels installed across four private properties. In addition to the water quality benefit, the project restored wetland functions, provided an aesthetic improvement and reduced property flooding.

We are proud of this award as it affirms the County’s commitment to multi-purpose projects that improve neighborhoods.

FCG/nb
BayAward-mem

James Terrace Water Quality Improvement Project

2017 Best Retrofit!



**BEST
URBAN BMP**
in the Bay Award 

The Chesapeake Stormwater Network



*Promotes more sustainable
stormwater management through
reform of federal, state and local laws
and improved implementation of
environmental design practices*

Winning Retrofit Projects...

- Solved difficult design challenges
- Are cost-effective
- Enhance habitat or green space
- Improve neighborhoods

Integrated Approach



Phase 1 - BioRetention



Bioretention intercepts roof runoff and slows down discharge to Phases 2 & 3.

Phases 2 & 3 Before

Phase 2



Homeowner efforts to control runoff

Phase 3



Attempting to mow down the wetland

Phase 2 – After



*Replaced, upgraded and realigned 190 LF clay sanitary sewer.
Photo during rain.*

Phase 3 – After

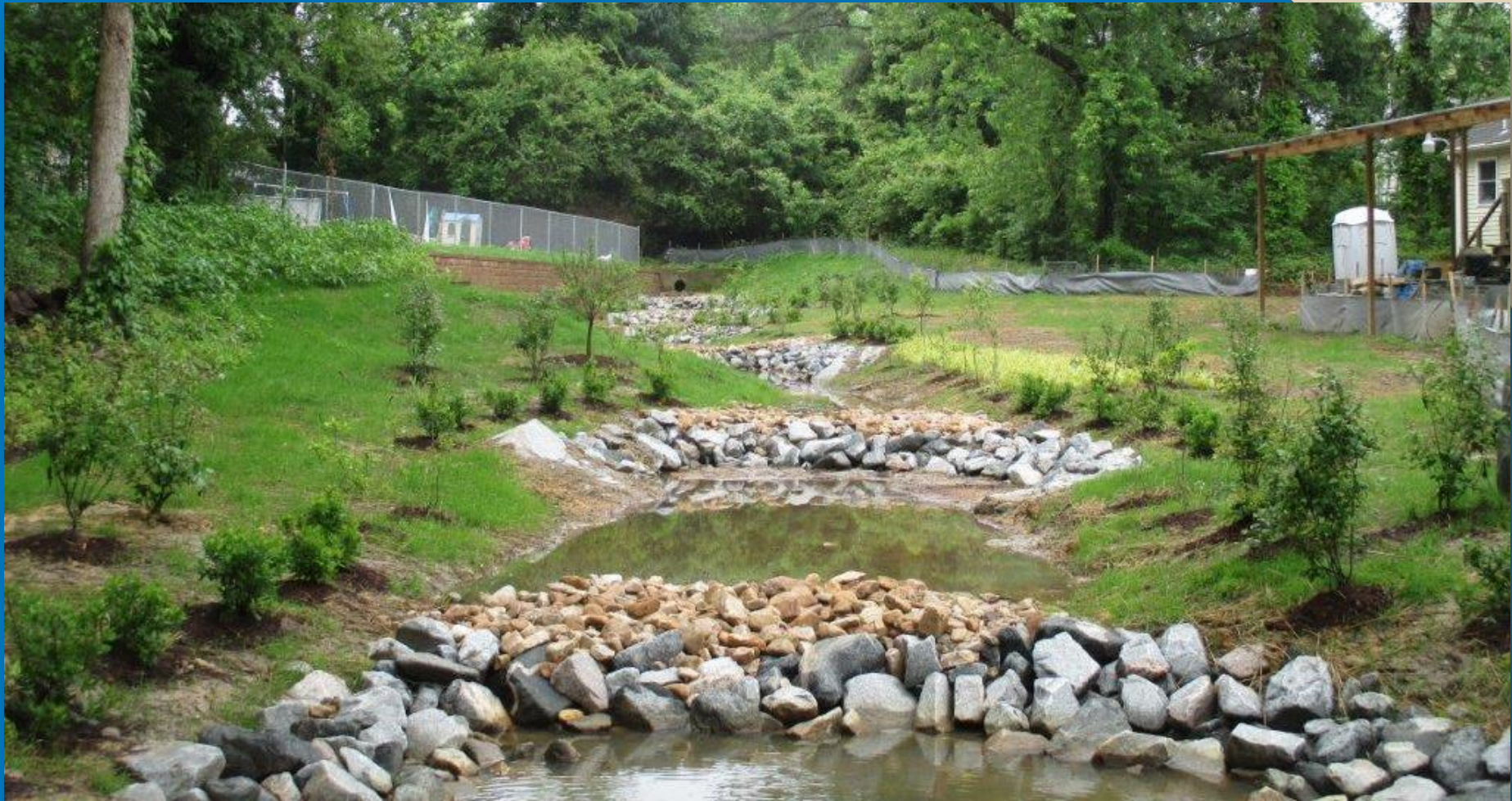


Photo taken during rain.

Phase 3 – Close Up



Use of retaining wall preserves useful yard for property owner.

Responsible Parties



Robert Kerr, CPWD, *President*
Kerr Environmental Services Corp.
757-963-2008
bkerr@kerrenv.com

Rick R. Cook, *General Manager*
Henry S. Branscome, LLC
757-221-7221
rcook@HSBLLC.com

Shawn Gordon, PE. *Project Manager*
James City County General Services
757-259-4081
Shawn.Gordon@jamescitycountyva.gov

Fran Geissler, Stormwater Director
James City County Stormwater Division
757-259-1440
Fran.Geissler@jamescitycountyva.gov

www.jamescitycountyva.gov/stormwater

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Minutes Adoption - May 9, 2017 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	050917 BOS Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 4:05 PM

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 9, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Ruth M. Larson, Vice Chairman, Berkeley District
Michael J. Hipple, Powhatan District
P. Sue Sadler, Stonehouse District
John J. McGlennon, Roberts District
Kevin D. Onizuk, Chairman, Jamestown District

Bryan J. Hill, County Administrator
Adam R. Kinsman, County Attorney

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader – John Geraghty, a 2nd-grade student at Clara Byrd Baker and a resident of the Stonehouse District

E. PUBLIC COMMENT

F. PRESENTATIONS

1. Proclamation Presentation – Madison Weiler

Mr. Onizuk read and presented the proclamation to Ms. Madison Weiler, commending her for her bravery and heroic actions under extreme and dangerous circumstances.

2. Busch Gardens Presentation – Mr. Dave Cromwell

Mr. Dave Cromwell, Park President, addressed the Board, giving a presentation about the events and activities planned for this upcoming season at Busch Gardens.

The Board thanked Mr. Cromwell for the presentation and for his service to the community.

3. Virginia Department of Transportation (VDOT) Quarterly Update

Mr. Rossie Carroll, Williamsburg Residency Administrator for VDOT, addressed the Board, giving the quarterly update.

The Board thanked Mr. Carroll for the report and for his responsiveness to their calls and concerns.

Ms. Larson asked how roads in the City have gotten the flashing speed signs that tell drivers how fast they are going. She stated that a resident of her District asked if it was possible to get one of those in a neighborhood.

Mr. Carroll stated that he could look into that, but it is not currently one of their standard traffic calming measures.

Mr. Hipple asked why there is a “no turn on red” sign at the light on Centerville Road when exiting Lightfoot Marketplace. He questioned if it was because of the line-of-sight distance for oncoming traffic coming around the curve.

Mr. Carroll stated yes, that is why.

Mr. McGlennon asked about the Brookwood Road situation.

Mr. Carroll stated that the project was put out to bid and there were no bids received, so the project was redesigned and put back out to bid; hence, there has been a delay in the project.

Ms. Sadler asked about the repairs along Fieldstone Parkway.

Mr. Carroll stated that the repairs are temporary until they can figure out the best way to address the leak in the pipes in the shoulder area.

Mr. Onizuk commended the improved traffic flow in the Monticello corridor with the flashing yellow turn signals.

G. CONSENT CALENDAR

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

1. Minutes Adoption – April 18, 2017, Budget Work Session and April 25, 2017, Regular Meeting
2. Grant Award – Commonwealth Attorney – National Association of VOCA Assistance Administrators – \$5,000
3. Grant Appropriation – Clerk of the Circuit Court – \$59,643
4. Supplemental Grant Award – Commonwealth Attorney – Victim’s Witness Grant Program – \$15,913
5. Grant Award – Sheriff – Byrne Justice Assistance Grant Program – \$1,580
6. Contract Award – Replacement Fire Pumper – \$639,829
7. Grant Award – Radiological Emergency Preparedness – \$30,000
8. Grant Award – Office of Emergency Medical Services EMS System Initiative Award – 12VAC-5-31-2860 Special Grant – \$15,096

9. The Birthplace of America Trail Study: Resolution of Support

H. PUBLIC HEARING(S)

1. Special Use Permit-0028-2016. Solar Electrical Generation Facility at Norge

A motion to Postpone was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

Mr. Paul Holt, Director of Planning, addressed the Board, stating that the applicant in this case has requested a postponement of the case until the July 11, 2017 Board meeting. The Public Hearing for the case has been advertised and therefore must be opened; however, staff concurs with the request from the applicant.

Mr. Onizuk clarified for the citizens in the audience that the Public Hearing would be opened and those that would like to speak may do so; however, if a citizen speaks tonight, they will not be able to speak at the July 11 meeting.

As there were no questions for staff, Mr. Onizuk opened the Public Hearing.

1. Ms. Nancy Kiel, 108 Wilson Circle, addressed the Board in opposition to the Special Use Permit application.
2. Mr. Dennis Cotner, 127 Wilson Circle, addressed the Board in opposition to the Special Use Permit application.
3. Mr. Ty Hodges, 1906 Ben Franklin Circle, addressed the Board in support of the Special Use Permit application.

As no other citizens wished to speak, Mr. Onizuk stated that the Public Hearing would be left open until after the postponement.

Mr. Kinsman stated that a formal motion to postpone until the July 11 meeting needed to be made.

2. Proposed FY 18-23 Secondary Six-Year Plan (SSYP)

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

Mr. Holt addressed the Board, giving an overview of the memorandum included in the Agenda Packet.

As there were no questions for staff, Mr. Onizuk opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board in opposition to keeping the Longhill Road expansion projects on the SSYP.

As there were no other registered speakers, Mr. Onizuk closed the Public Hearing.

Ms. Sadler asked about the purpose of including the Longhill Road phase 2 and 3 expansion projects on the list if they are unfunded.

Mr. Holt stated that while there is no funding identified yet, if we are able to accumulate funding, then that would be part of a smart scale funding application like what was utilized for phase 1. Funding that comes in as part of the SSYP would be prioritized to the projects listed.

3. Height Limitation Waiver-0002-2017. AB InBev Brewery

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

Mr. Scott Whyte, Planner III, addressed the Board, giving an overview of the staff report included in the Agenda Packet.

As there were no questions for staff, Mr. Onizuk opened the Public Hearing.

As there were no registered speakers, Mr. Onizuk closed the Public Hearing.

4. LU-0002-2014. 8491 Richmond Road (Taylor Farm) Land Use Designation Change

A motion to Approve was made by Sue Sadler, the motion result was Passed.

AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Sadler, Onizuk

Nays: Larson, McGlennon

Ms. Ellen Cook, Principal Planner, addressed the Board, giving an overview of the staff report included in the Agenda Packet.

Ms. Sadler asked what “residential is subordinate to economic uses” means and what is required as part of that process.

Ms. Cook stated that the reason for utilizing that language is to convey that residential use is secondary and economic development is the primary use.

Ms. Larson asked if there was a known estimate of the number of residential units that could be built under the EO designation.

Ms. Cook stated that it would depend on what the applicant brought forward; however, staff did calculate some scenarios and included them in the staff report.

Ms. Sadler asked what the residential development potential is under the current zoning.

Ms. Cook stated that the portion of the property that is zoned A-1 the applicant could pursue any by-right use listed in the Zoning Ordinance, including a residential development of three-acre lots.

Mr. Onizuk asked the Planning Commission representative, Mr. Tim O'Connor, to give an update on the Commission's review and vote.

Mr. O'Connor stated that Ms. Cook did a good job covering the salient points, but to Ms. Sadler's question, the Commission intended for any residential use to truly be a secondary use and for economic opportunity to be the primary goal and use of the property.

As there were no other questions for staff, Mr. Onizuk opened the Public Hearing.

1. Mr. Randy Taylor, Applicant, 7112 Church Lane, addressed the Board, asking for the Board to change the land use designation and to bring the entirety of the property into the Public Service Area (PSA).

Mr. Hipple asked Mr. Taylor if he could foresee a national builder coming in and building a housing development.

Mr. Taylor stated no, there is not even a plan to develop the property at all right now.

2. Mr. Frank Polster, 420 Hempstead Road, addressed the Board in opposition to including the remainder of the property into the PSA.
3. Mr. Chris Henderson, 101 Keystone, addressed the Board in support of the land use designation change.

As there were no other registered speakers, Mr. Onizuk closed the Public Hearing.

Mr. Hipple stated that he does not want to see houses built on this property, but he wants to be able to help the owners shape the future of this property. By-right, a development could happen tomorrow, so by designating it EO there is the potential to keep it commercial. He stated given the location of the property, the roads coming in and out and the interstate not far away, there is real potential for commercial development.

Mr. McGlennon stated that he will not be supporting this land use designation change. He is not convinced that the EO designation actually accomplishes anything. He does not see any particular problem with leaving the property in its current designation for the time being. He does not support including the property in the PSA.

Mr. Onizuk stated that he will be supportive of the land use designation change. He believes that this property fits with EO specified language. He sees the inclusion in the PSA as more of the right thing and supportive of the EO designation.

Ms. Larson thanked the applicant for all of their patience in this process. Although she will not be supportive of the case this evening, it does not mean that she does not support the Taylor family. It is more along the lines of that the County is not prepared for what could happen with this property and the impacts on schools, transportation and public safety.

Ms. Sadler stated that she will be supporting this case this evening. She believes that including the property into the PSA is the right thing and will correct the wrong that was done to the family many years ago.

5. Sentara Lease Extension

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

Ms. Liz Parman, Assistant County Attorney, addressed the Board, giving an overview of the memorandum included in the Agenda Packet.

Ms. Larson clarified that Parks & Recreation will not be adversely affected by the extension.

Ms. Parman stated that the Recreation Center does not plan to start utilizing that space until September, so the extension into the month of August is not a problem for them.

As there were no other questions for staff, Mr. Onizuk opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board in favor of the extension.

As there were no other registered speakers, Mr. Onizuk closed the Public Hearing.

I. BOARD CONSIDERATION(S)

1. Concurrence in Final Memorandum of Agreement (MOA): Army Corps of Engineers Permit for Surry–Skiffes Creek–Wheaton Transmission Line

Mr. Maxwell Hlavin, Assistant County Attorney, addressed the Board, giving an overview of the memorandum included in the Agenda Packet.

Mr. McGlennon stated that he would recommend that the Board not concur with the final MOA and just continue their role as a consulting party.

The Board voiced their unanimous agreement with Mr. McGlennon.

J. BOARD REQUESTS AND DIRECTIVES

The Board generally discussed their activities in the community over the last few weeks.

Ms. Sadler stated that she has been talking to Mr. Kinsman about the discharge of firearms in the County. She has asked him to take a look at options for protecting the residents of Colonial Heritage until changes in the law can be made at the state level. She formally requested that a discussion about this topic be added to the upcoming Work Session Agenda.

K. REPORTS OF THE COUNTY ADMINISTRATOR

1. County Administrator's Report

Mr. Hill announced that the Police Department will be hosting a Shred-A-Thon on June 3 at the Williamsburg/James City County Courthouse at 5201 Monticello Avenue, Williamsburg, 8:30–11:30 a.m. He also noted that a Family Fun Fest will be held on Saturday, May 20, 11 a.m.–4 p.m. at Chickahominy Riverfront Park.

Mr. Hill also noted that May is National Bike Month.

At 7:18 p.m., Mr. Onizuk recessed the Board of Supervisors in order to conduct the James City Service Authority Board of Directors meeting.

At 7:22 p.m., Mr. Onizuk reconvened the Board of Supervisors.

L. CLOSED SESSION

1. Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia.
2. Consideration of a personnel matter, the appointment of individuals to County boards and/or commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia.

A motion to Enter a Closed Session was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

At 7:22 p.m., the Board entered into Closed Session.

At 7:55 p.m., the Board re-entered Open Session.

3. Closed Session Certification

A motion to Certify the Closed Session was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

4. Historical Commission Reappointments

A motion to Appoint Individuals to Boards and Commissions was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

The motion to Appoint was to reappoint Mr. Lafayette Jones and Ms. Chris Hamilton-Petteys to new three-year terms on the Historical Commission.

5. Economic Development Authority Appointments

A motion to Appoint Individuals to Boards and Commissions was made by Kevin Onizuk, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

The motion to Appoint was to appoint Mr. Rick Shippey to fill the balance of the vacated term left by Mr. Montgomery.

6. Williamsburg Area Arts Commission Appointments

A motion to Appoint Individuals to Boards and Commissions was made by Kevin Onizuk, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

The motion to Appoint was to appoint Ms. Arianna Heck to a new full term and Mr. Nicholas Vrettos to fill the balance of the vacated term left by Ms. Brown.

7. Clean County Commission Appointment

A motion to Appoint Individuals to Boards and Commissions was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

The motion to Appoint was to appoint Ms. Alexa Provost to a new full term on the Commission.

M. ADJOURNMENT

1. Adjourn until 4 p.m. on May 23, 2017, for the Work Session

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

At 7:59 p.m., Mr. Onizuk adjourned the Board.

AGENDA ITEM NO. G.2.**ITEM SUMMARY**

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Chief of Police

SUBJECT: Contingency Transfer to Merrimac Juvenile Detention Center

ATTACHMENTS:

	Description	Type
▣	MEMORANDUM	Cover Memo
▣	RESOLUTION	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Budget	Mellen, Sue	Approved	5/30/2017 - 9:14 AM
Financial Management	Mellen, Sue	Approved	5/30/2017 - 9:26 AM
Publication Management	Trautman, Gayle	Approved	5/30/2017 - 9:54 AM
Legal Review	Kinsman, Adam	Approved	5/30/2017 - 10:13 AM
Board Secretary	Fellows, Teresa	Approved	5/30/2017 - 2:24 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:01 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:07 PM

MEMORANDUM

DATE: June 13, 2017

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Chief of Police

SUBJECT: Contingency Transfer to Merrimac Juvenile Detention Center

The Merrimac Juvenile Detention Center (Merrimac) is operated by the Middle Peninsula Juvenile Detention Commission for the Commonwealth of Virginia. It serves 18 localities in the region to include James City County. Each fiscal year, the County provides a local contribution for its share based on the estimation of beds that it will use over the course of the year.

The County budgeted \$238,800 in FY 17 for its anticipated share of usage of the facility. However, utilization is extremely difficult to predict and several factors contribute, including the rate of juvenile crime in James City County, the judges' philosophies, the court service units' recommendations, the severity of the crimes, etc.

Merrimac has made County staff aware that actual usage of their facility will exceed the budget for this fiscal year and at the May 9, 2017 meeting, a transfer from the County's Contingency Fund of \$200,000 was approved, bringing the total appropriation to \$438,800. The latest estimate based on usage through April continues to reflect higher than anticipated usage, and therefore, it is estimated that an additional \$50,000 is needed to cover costs to house juveniles for the remaining months of May and June.

The attached resolution requests that up to \$50,000 from the County's Contingency Fund be made available to cover the remaining FY 17 usage fees to Merrimac.

Staff recommends approval of the attached resolution.

BJR/gt
MerrJDCont-mem

Attachment

RESOLUTION

CONTINGENCY TRANSFER TO MERRIMAC JUVENILE DETENTION CENTER

WHEREAS, James City County is expected to exceed budgeted contributions to Merrimac Juvenile Detention Center to pay for costs associated with the court-ordered housing of juveniles within their facility; and

WHEREAS, it is estimated it will cost up to an additional \$50,000 in usage fees for existing and future cases involving juveniles from James City County; and

WHEREAS, the Contingency Fund has sufficient funding to pay for these remaining projected costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes up to \$50,000 from the Contingency Fund to be transferred to cover the additional FY 17 costs pertaining to the Merrimac Juvenile Detention Center.

Kevin D. Onizuk
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of June, 2017.

MerrJDCont-res

AGENDA ITEM NO. G.3.

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

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

SUBJECT: Contingency Transfer for Insurance

ATTACHMENTS:

	Description	Type
▣	MEMORANDUM	Cover Memo
▣	RESOLUTION	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Budget	Mellen, Sue	Approved	5/30/2017 - 9:26 AM
Financial Management	Mellen, Sue	Approved	5/30/2017 - 9:26 AM
Publication Management	Trautman, Gayle	Approved	5/30/2017 - 9:56 AM
Legal Review	Kinsman, Adam	Approved	5/30/2017 - 10:13 AM
Board Secretary	Fellows, Teresa	Approved	5/30/2017 - 2:24 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:01 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:08 PM

MEMORANDUM

DATE: June 13, 2017

TO: The Board of Supervisors

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

SUBJECT: Contingency Transfer for Insurance

During FY 2017, a number of events have contributed to higher than anticipated insurance costs. Among those factors was the County's purchase of a cyber insurance policy that was not included in the original budget. Also this year, the James City Service Authority (JCSA) elected to separate from the JCC/JCSA consolidated policy and issue its own separate policy. In addition, the County experienced several high deductible claims this year. The culmination of these factors has resulted in an estimated budget overage of \$100,000 in insurance.

The attached resolution requests that up to \$100,000 from the County's Contingency Fund be made available to cover the remaining FY 17 insurance costs.

Staff recommends approval of the attached resolution.

SM/gt
InsConTxfr-mem

Attachment

RESOLUTION

CONTINGENCY TRANSFER FOR INSURANCE

WHEREAS, James City County is expected to exceed the budgeted insurance costs due to several factors including the purchase of a cyber insurance policy, JCSA issuing its own separate policy and several high deductible claims; and

WHEREAS, it is estimated it will cost up to an additional \$100,000 to cover the additional costs; and

WHEREAS, the Contingency Fund has sufficient funding to pay for these remaining projected costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes up to \$100,000 from the Contingency Fund to be transferred to cover the additional FY 17 insurance costs.

Kevin D. Onizuk
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of June, 2017.

InsConTxfr-res

AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 6/13/2017

TO: Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Amendment to County Code Section 15-36, Discharge of Firearms

ATTACHMENTS:

	Description	Type
▣	memo	Cover Memo
▣	ord	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	6/1/2017 - 2:43 PM
Publication Management	Trautman, Gayle	Approved	6/1/2017 - 2:47 PM
Legal Review	Kinsman, Adam	Approved	6/1/2017 - 2:48 PM
Board Secretary	Fellows, Teresa	Approved	6/1/2017 - 2:49 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:01 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:06 PM

MEMORANDUM

DATE: June 13, 2017

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Amendment to County Code Section 15-36, Discharge of Firearms

At the Board of Supervisors' (the "Board") meeting on May 9, Supervisor Sadler directed staff to prepare a proposed revision to County Code Section 15-36 to designate the area around the Colonial Heritage neighborhood as a "heavily populated area" in which firearm discharge is limited. This request was in response to multiple complaints of firearm discharges in the near vicinity of this neighborhood, two of which caused damage to a dwelling in the neighborhood. At the Board's meeting on May 23, a proposed 800-foot restriction was presented to the Board, and staff was directed to prepare the Ordinance and advertise it for a public hearing at the Board's June 13 regular meeting.

Attached for your consideration is an Ordinance establishing the Colonial Heritage neighborhood and all areas within 800 feet of a dwelling therein as a "heavily populated area" in which firearm discharge is limited.

ARK/gt
OrdAmendCh15-mem

Attachment

ORDINANCE NO. _____

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 15, OFFENSES – MISCELLANEOUS, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING SECTION 15-36, DISCHARGE OF FIREARMS, ETC., IN CERTAIN AREAS; EXCEPTIONS.

WHEREAS, Section 15.2-1209 of the *Code of Virginia*, 1950, as amended, (the “Virginia Code”) states that any county may prohibit the outdoor shooting of firearms or arrows from bows in any areas of the county which are in the opinion of the governing body so heavily populated as to make such conduct dangerous to the inhabitants thereof; and

WHEREAS, the Board of Supervisors of James City County (the “Board”) has designated certain areas in the County as “heavily populated” as set forth in James City County Code (the “County Code”) section 15-36; and

WHEREAS, the “heavily populated” areas designated by the County Code do not include many of the properties surrounding the current boundaries of the Colonial Heritage neighborhood; and

WHEREAS, the James City County Police Department has received multiple complaints of firearm discharge in the near vicinity of the Colonial Heritage neighborhood, including one complaint of two bullets impacting a dwelling in the Colonial Heritage neighborhood; and

WHEREAS, based upon the clear and present danger to the residents of the County in this area due to the discharge of firearms, the Board is of the opinion that this area of the County has become so heavily populated as to make the discharge of firearms therein dangerous to the inhabitants thereof; and

WHEREAS, the Board desires to designate the Colonial Heritage neighborhood and all properties within 800 feet of any dwelling therein as “heavily populated” and further desires to limit the outdoor shooting of firearms therein as permitted by section 15.2-1209 of the Virginia Code.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 15, Offenses - Miscellaneous, is hereby amended and reordained by amending Sections 15-36(a) and 15-36(d), Discharge of firearms, etc., in certain areas; exceptions.

Chapter 15. Offenses – Miscellaneous

Section 15-36. Discharge of firearms, etc., in certain areas; exceptions.

- (a) It shall be unlawful for any person to discharge any firearms or pneumatic gun in the county in or within 300 feet of any dwelling, commercial building or shelter for animals, except with the prior written permission of owner or tenant, in or within 50 feet of the boundaries of any recorded subdivision, *in or within 800 feet of any dwelling in the Colonial Heritage subdivision, the boundaries of which subdivision are shown on the map titled Colonial Heritage Subdivision Boundary and dated June 13, 2017*, or in a manner which causes ammunition to cross such areas.

(d) The prohibition contained in this section shall not apply to the following:

- (1) The discharge of firearms in a private basement, cellar, or target range, provided that such target range has sufficient background or backstop to ensure that ammunition will not travel more than 300 feet beyond the target range *and further provided that such target range is not located in or in or within 800 feet of any dwelling in the Colonial Heritage subdivision, the boundaries of which subdivision are shown on the map titled Colonial Heritage Subdivision Boundary and dated June 13, 2017.*
- (2) The discharge of weapons in defense of one's life or to kill any dangerous animal.
- (3) The discharge of weapons by any duly authorized peace officer, law enforcement official or military personnel acting in the performance of his duties.
- (4) The discharge of a weapon by any person participating in a hunt for which a permit or management plan for controlled wildlife reduction has been issued or developed by the Virginia Department of Game and Inland Fisheries; such hunt shall also be approved by the James City County Chief of Police, who shall review the action plan for such a hunt to provide for the health, safety and welfare of residents and participants. Such review shall include, but not be limited to, the area in which the weapons may be discharged; the caliber of the weapons to be used; measures to be implemented to keep nonparticipants in the hunt from entering the area; the number of participants; and the days and hours of such a hunt.
- (5) The use of pneumatic guns (i) at facilities approved for shooting ranges; (ii) on property where firearms may be discharged; and (iii) on or within private property with permission of the owner or legal possessor thereof when conducted with reasonable care to prevent a projectile from crossing the bounds of the property.

Kevin D. Onizuk
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of June, 2017.

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Savannah Pietrowski, Senior Planner

SUBJECT: SUP-0026-2016, Forest Glen Section 5

ATTACHMENTS:

	Description	Type
▣	Staff Report	Staff Report
▣	Attachment 1. Resolution	Resolution
▣	Attachment 2. Location Map	Backup Material
▣	Attachment 3. Master Plan	Backup Material
▣	Attachment 4. Unapproved Minutes of the May 3, 2017 Planning Commission Meeting	Minutes
▣	Attachment 5. Community Impact Statement	Backup Material
▣	Attachment 6. Forest Glen Playground Aerial Map	Backup Material
▣	Attachment 7. Recreational Facilities Development Guidelines	Backup Material
▣	Attachment 8. Exception Request	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	5/26/2017 - 1:42 PM
Development Management	Holt, Paul	Approved	5/26/2017 - 1:42 PM
Publication Management	Burcham, Nan	Approved	5/26/2017 - 1:51 PM
Legal Review	Kinsman, Adam	Approved	5/30/2017 - 10:14 AM
Board Secretary	Fellows, Teresa	Approved	5/30/2017 - 2:25 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:00 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:07 PM

SPECIAL USE PERMIT 0026-2016. Forest Glen, Section 5

Staff Report for the June 13, 2017, Board of Supervisors Public Hearing

SUMMARY FACTS

Applicants: Elliott York, American Eastern, Inc.

Land Owners: Forest Glen Associates, LLC and James City County

Proposal: A request for a Special Use Permit (SUP) to allow a 45-lot residential cluster development with a gross density of +/- 2.79 dwelling units per acre within the existing Forest Glen neighborhood.

Location: 310 Walker Drive and 204 Forest Glen Drive

Tax Map/Parcel Nos.: 3110100082 and 3110500093

Project Acreage: +/- 16.113 acres total

Zoning: R-2, General Residential

Comprehensive Plan: Low Density Residential

Primary Service Area: Inside

Staff Contact: Savannah Pietrowski, Senior Planner

PUBLIC HEARING DATES

Planning Commission: May 3, 2017, 7:00 p.m.
Board of Supervisors: June 13, 2017, 5:00 p.m.

FACTORS FAVORABLE

1. Staff finds the proposal will not negatively impact surrounding zoning and development.
2. With the proposed SUP conditions and proposed density bonuses, the proposal is consistent with the recommendations of the Comprehensive Plan adopted in 2015, "Toward 2035: Leading the Way."
3. The applicant proposes 100% affordable and workforce housing, (40% can be ensured by SUP conditions).
4. The SUP conditions include adherence to a number of adopted policies including Archaeology, Streetscapes, Water Conservation, Design Guidelines and Nutrient Management.
5. The proposal meets the Adequate Public Schools Facilities Test, adopted by the Board of Supervisors on June 23, 1998.

FACTORS UNFAVORABLE

1. Because proffers are not accepted for residential rezonings, many of the typical impacts associated with residential development are not mitigated.

SUMMARY STAFF RECOMMENDATION

Staff recommends approval of the proposed SUP, subject to the conditions listed in the attached Resolution.

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PLANNING COMMISSION RECOMMENDATION

Upon a motion to recommend approval of the application, a tie vote resulted, 3-3 (Schmidt, O'Connor and Krapf in favor; Haldeman, Wright and Bledsoe opposed; Richardson absent).

Proposed Changes Made Since the Planning Commission Meeting

None.

PROJECT DESCRIPTION

Residential Units:

- Mr. Elliott York of American Eastern, Inc., has submitted an SUP application for a 45-lot residential cluster development on 16.113 acres zoned R-2, General Residential.
- In order to achieve a density greater than one unit per acre, but no greater than four units per acre, a residential cluster SUP is required. This project has a proposed density of 2.79 dwelling units per acre.
- In order to achieve the proposed density, the applicant must adhere to certain provisions in Section 24-549 of the Zoning Ordinance, which identifies options for obtaining density bonus points. The applicant intends to obtain the required density bonus points by committing an additional 20% of all units to the provision of affordable and workforce housing, starting above the 20% threshold required by the County's Housing Opportunities Policy. Staff notes that the applicant has indicated that 100% of the units will be provided at affordable or workforce price points; however, only the above mentioned 40% (18 units) can be bound through SUP conditions.

- The project is located within the existing Forest Glen subdivision, and access to the development will be through Forest Glen Drive.

Parks & Recreation:

- The existing County-owned neighborhood park at 204 Forest Glen Drive ("Forest Glen Playground") is also included as part of this proposal. In lieu of providing all of the facilities typically required by the James City County Recreational Facilities Development Guidelines, adopted by the Board of Supervisors on April 11, 2017, the applicant is requesting an exception from the Board of Supervisors and is proposing an alternative set of provisions.
 - *Requirement:* Park land (0.3 acres minimum).
 - *Applicant Proposal:* To use the existing park area at Forest Glen Playground to satisfy this requirement.
 - *Requirement:* Playground (minimum of five activities).
 - *Applicant Proposal:* To use the existing playground at Forest Glen Playground to satisfy this requirement.
 - *Requirement:* Hard surface sport court.
 - *Applicant Proposal:* The applicant is requesting an exception and would not provide this facility.
 - *Requirement:* Graded athletic field.
 - *Applicant Proposal:* The applicant is requesting an exception and would not provide this facility.
 - *Requirement:* Paved multi-use trail.
 - *Applicant Proposal:* This requirement is satisfied by the proposed multi-use path connecting the new residential lots to Forest Glen Park.

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

Staff Report for the June 13, 2017, Board of Supervisors Public Hearing

- In lieu of providing the sport court and athletic field, the applicant is proposing to provide recreational fitness equipment at Forest Glen Playground.
- Mr. John Carnifax, Director of Parks & Recreation, has reviewed the applicant's exception request and provides the following comments:

"James City County Parks & Recreation supports expanding the existing Forest Glen Playground/Park to serve the residents of the existing neighborhood as well as those in the proposed development. The expansion of the existing park will better serve the entire community by providing outdoor fitness equipment that can serve teens, adults and seniors. The existing park only has one playground that serves school-age children and was constructed in 2004. The installation of fitness equipment is consistent with our desire to improve health and wellness opportunities for all citizens and to expand services to low-income neighborhoods through partnerships."

We recommend that a minimum of five pieces of commercial grade fitness stations be installed in a single court area. The area should have playground quality surfacing and borders to match the existing playground and the installation of the equipment and surface must comply with all National Public Playground and ADA standards. Parks & Recreation staff need to review and approve the final site design, equipment list and improvements before installation. Any disturbed area on-site must be reseeded and returned to existing or better condition when the installation is complete."

- The Planning Division has also reviewed the applicant's request and concurs with Mr. Carnifax's analysis.

ABILITY TO GUARANTEE THE DEVELOPMENT AS PROPOSED

- As previously noted, SUP applications for cluster developments have historically been accompanied by an application for rezoning. These rezonings have typically included voluntary proffers to help mitigate impacts associated with increasing the permitted density.
- On June 28, 2016, the Board of Supervisors adopted Ordinance No. 31A-304, specifying that the County will only accept proffers associated with non-residential rezonings. Due to this change, this application has been submitted as an SUP only.
- The County, therefore, is faced with assessing the development potential and associated land use impacts of this proposal.
- Please note that many of the impacts can be mitigated through SUP conditions, which are included in the Resolution.
- Should the residential cluster SUP expire, the increase in permitted density would no longer apply. The property would remain zoned R-2, General Residential and could be developed by-right with a density of up to one dwelling unit per acre.
- The developer has indicated that 100% of the units will be provided at affordable or workforce housing price points. Because proffers are not accepted for residential rezonings, this cannot be assured. Only 40% of the units at these price points can be assured through SUP conditions because this is what the developer has chosen to provide for the necessary density bonuses per the Zoning Ordinance requirements.

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PLANNING AND ZONING HISTORY

- The existing Forest Glen neighborhood was developed in the late 1960s through the early 1970s and consists of 188 single-family dwellings.
- In 1974, the last section of the existing neighborhood (Section 4), was approved and the subdivision plat identified the parcel at 310 Walker Drive as “Future Development.”
- There is no Master Plan, proffers or SUP conditions associated with the existing neighborhood.
- There is no existing Homeowners Association (HOA) for Forest Glen Sections 1-4. While the Zoning Ordinance will require an HOA to be established for Section 5, the existing lots will not be incorporated into this HOA.

SURROUNDING ZONING AND DEVELOPMENT

- North, South and West: Existing Forest Glen subdivision (zoned R-2, General Residential).
- East: Longhill Station subdivision (zoned R-2, General Residential) and vacant land (zoned R-8, Rural Residential and within the Armistead Agricultural and Forestal District).

PUBLIC IMPACTS

Anticipated Impact on Public Facilities and Services:

Streets:

- Existing access to Forest Glen comes from Centerville Road. Centerville Road is currently operating at a Level of Service (LOS) A-C, and is anticipated to remain operating at this LOS through 2034.
- A Traffic Impact Study was not required for this development, as the P.M. peak trip generation fell below the 100 trip trigger in the Zoning Ordinance. The Institute of Transportation Engineers projects that the development would generate 45.9 P.M. peak hour trips.

Parks & Recreation:

- As previously noted, the applicant is proposing to supplement facilities at the County-owned Forest Glen Playground in lieu of providing facilities within the new residential area. While the Parks & Recreation Department has been receptive to this, staff notes that this will result in an additional maintenance responsibility for the County.

Schools/Fire/Utilities:

Schools:

- As previously discussed in this staff report, proffers are not accepted for residential rezoning applications.

SPECIAL USE PERMIT 0026-2016. Forest Glen, Section 5

Staff Report for the June 13, 2017, Board of Supervisors Public Hearing

- The proposed 45 lots are anticipated to generate an additional 18 students. As illustrated in Table 1, the 18 students projected from the development would not cause the enrollment levels for J. Blaine Blayton Elementary School, Lois S. Hornsby Middle School or Lafayette High School to exceed effective capacity.

**Table 1: Student Enrollment and School Capacity,
WJCC Schools 2016**

<i>School</i>	<i>Effective Capacity</i>	<i>2016-2017 Enrollment</i>	<i>Projected Students Generated</i>	<i>Enrollment + Projected Students</i>
Blayton Elementary	540	513	± 8	521
Hornsby Middle	952	942	± 4	946
Lafayette High	1,314	1,152	± 6	1,158

Source: WJCC Public School Official Student Enrollment Report, November 2016

Fire:

- The closest fire station in James City County to the property is Fire Station 4, located at 5312 Olde Towne Road, just over 3.3 miles east of this project site. This station, as well as Stations 4 and 5 are within a 10-minute drive of the project site.

Utilities:

- Project receives public water and sewer. The James City Service Authority has reviewed the application and had no objection.
- The proposed SUP conditions include development of water conservation standards.

Fiscal Impact:

- As illustrated in Table 2, the development would result in a \$206,627.44 negative fiscal impact.

Table 2: Projected Fiscal Impact

<i>Env iron men tal:</i>	<i>Total Residential Expenses</i>	<i>Total Residential Revenues</i>	<i>Total Residential Fiscal Impact</i>
	\$317,429.44	\$110,802.00	(\$206,627.44)

- The Engineering and Resource Protection Division has reviewed the proposal and had no objections. There is no Resource Protection Area, natural heritage resources or special flood hazard area within the project boundaries.
- The proposed SUP conditions include development of a nutrient management plan.
- Watershed: Powhatan Creek.

Cultural/Historic:

- A Phase I Archaeological Study has been included as an SUP condition and will be reviewed before preliminary approval of a subdivision construction plan is granted.

Nearby and Surrounding Properties:

- Staff finds that this proposal is generally consistent with the character of the existing Forest Glen neighborhood.

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

SPECIAL USE PERMIT 0026-2016. Forest Glen, Section 5

Staff Report for the June 13, 2017, Board of Supervisors Public Hearing

- A 35-foot perimeter buffer and additional open space areas are included in order to mitigate visual impacts to other adjacent properties.
- This development will not be visible from Centerville Road.

COMPREHENSIVE PLAN

- The properties are designated Low Density Residential (LDR).
- Recommended uses in LDR include single-family and multi-family units, accessory units, cluster housing and recreation areas.
- This application proposes a density of 2.79 dwelling units per acre. Generally, the Comprehensive Plan recommends a gross density of up to one unit per acre in LDR areas. However, a gross density from one to four units per acre is acceptable if certain public benefits are provided, including affordable and workforce housing.
- The Housing and Populations Needs sections, as well as the LDR Development Standards, discuss the need for affordable and workforce housing in James City County. This proposal would help address this need.
- The Land Use section includes a strategy to promote infill, redevelopment, revitalization and rehabilitation within the Primary Service Area.

- The LDR development standards state that the need for public services and facilities generated by a development should be met or mitigated by that development. As described above, many of these impacts can be mitigated through SUP conditions; however, the impact to schools cannot.
- All adjacent properties are also designated LDR.

STAFF RECOMMENDATION

Staff recommends approval of the proposed SUP, subject to the conditions listed in the Resolution.

SP/gt
SUP26-2016FrstGln

Attachments:

1. Resolution
2. Location Map
3. Master Plan
4. Unapproved Minutes of the May 3, 2017, Planning Commission Meeting
5. Community Impact Statement
6. Forest Glen Playground Aerial Map
7. Recreational Facilities Development Guidelines
8. Exception Request

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

RESOLUTION

CASE NO. SUP-0026-2016. FOREST GLEN, SECTION 5

WHEREAS, the Board of Supervisors of James City County, Virginia (the “Board”) has adopted by Ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and

WHEREAS, Forest Glen Associates, LLC and James City County (the “Owners”) respectively own two parcels of property located at 310 Walker Drive and 204 Forest Glen Drive, further identified as James City County Real Estate Tax Map Parcel Nos. 3110100082 and 3110500093, respectively (together, the “Property”); and

WHEREAS, on behalf of the Owners, Mr. Elliott York of American Eastern, Inc. (“the Applicant”) has applied for an SUP to allow a 45-lot residential cluster development with a gross density of +/- 2.79 dwelling units per acre, as shown on the exhibit titled “Master Plan for Forest Glen Section 5” prepared by AES Consulting Engineers, dated April 17, 2017; and

WHEREAS, a public hearing was advertised, adjoining property owners notified, and a hearing conducted on Case No. SUP-0026-2016; and

WHEREAS, the Applicant has requested an exception from the Board of Supervisors to the James City County Recreation Facilities Development Guidelines, adopted by the Board of Supervisors on April 11, 2017; and

WHEREAS, the Planning Commission, following its public hearing on May 3, 2017, upon a motion to recommend approval of the application, a tie vote resulted, 3-3 (one Commissioner was absent).

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after consideration of the factors in Section 24-9 of the James City County Code, does hereby approve the issuance of Case No. SUP-0026-2016 and the requested exception to the James City County Recreational Facilities Development Guidelines as described herein with the following conditions:

1. Master Plan and Use: This SUP shall be valid for the development of a residential cluster subdivision of up to 45 single-family lots (the “Project”). The Project shall be in accordance with the “Master Plan for Forest Glen Section 5” prepared by AES Consulting Engineers, and dated April 17, 2017 (the “Master Plan”), with any deviations considered per Section 24-23(a)(2) of the Zoning Ordinance as amended.
2. Affordable and Workforce Housing: In order to achieve a density of more than two, but no more than three, dwelling units per acre, four density bonus points shall be required in accordance with Section 24-549 of the Zoning Ordinance. These bonus points shall be achieved by developing the Project in a manner consistent with the criteria established by the Housing Opportunities Policy adopted by the Board of Supervisors on November 27, 2012 (the “HOP”); further, by committing an additional 20% of all units to the provision of affordable and workforce housing, starting above

the threshold required by the HOP (the “Additional Units”). The Additional Units shall also be offered for sale or made available to rent at prices determined to be in accordance with the HOP.

3. Streetscapes: Streetscape improvements shall be provided in accordance with applicable provisions of the County’s Streetscape Guidelines Policy. The necessary streetscape improvements shall be shown on the Subdivision Construction Plan and approved by the Director of Planning prior to any Subdivision Construction Plan approval. These improvements shall be installed or bonded prior to the issuance of any Certificate of Occupancy.
4. Water Conservation: Prior to final Subdivision Construction Plan approval, water conservation standards shall be submitted to and approved by the James City Service Authority. The standards shall include, but not be limited to, such water conservation measures as limitations on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials and warm season turf where appropriate and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.
5. Archaeology: A Phase I Archaeological Study for the property located at 310 Walker Drive shall be submitted to the Director of Planning, or his designee, for review and approval prior to land disturbance. A treatment plan shall be submitted and approved by the Director of Planning for all sites in the Phase I study that are recommended for a Phase II evaluation and/or identified as eligible for inclusion on the National Register of Historic Places. If a Phase II study is undertaken, such a study shall be approved by the Director of Planning and a treatment plan for said sites shall be submitted to, and approved by, the Director of Planning for sites that are determined to be eligible for inclusion on the National Register of Historic Places and/or those sites that require a Phase III study. If in the Phase II study, a site is determined eligible for nomination to the National Register of Historic Places and said site is to be preserved in place, the treatment plan shall include nomination of the site to the National Register of Historic Places. If a Phase III study is undertaken for said sites, such studies shall be approved by the Director of Planning prior to land disturbance within the study areas. All Phase I, II and III studies shall meet the Virginia Department of Historic Resources’ Guidelines for Preparing Archaeological Resource Management Reports and the Secretary of the Interior’s Standards and Guidelines for Archaeological Documentation, as applicable, and shall be conducted under the supervision of a qualified archaeologist who meets the qualifications set forth in the Secretary of the Interior’s Professional Qualification Standards. All approved treatment plans shall be incorporated into the Subdivision Construction Plan for the Property and the clearing, grading or construction activities thereon.
6. Buffers: A plan to relocate any existing structures, including recreation facilities, located within the buffers required by Section 24-544 of the Zoning Ordinance shall be included in the Subdivision Construction Plan for the Project. These structures shall be relocated at no expense to the County prior to issuance of a Certificate of Occupancy for any dwelling unit.

7. *Design Guidelines*: Prior to final Subdivision Construction Plan approval, the Director of Planning shall review and approve architectural elevations for the Project. These elevations shall be generally consistent with the architectural styles depicted in the Community Impact Statement, dated April 17, 2017, submitted with the SUP application. Final plans and completed buildings shall be consistent with the elevations approved by the Director of Planning.
8. *Junk Removal*: All junk, as determined by the Zoning Administrator, shall be removed from the Property prior to final Subdivision Construction Plan approval. "Junk" shall mean, but not be limited to, old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, waste or junked, dismantled or wrecked automobiles or parts thereof, iron, steel and other old scrap ferrous or nonferrous material. The Zoning Administrator shall verify in writing that all junk has been properly removed from the Property.
9. *Recreation*: Recreational amenities shall be provided consistent with the exception to the James City County Recreational Facilities Guidelines granted by the Board of Supervisors on June 13, 2017, and as shown on the Master Plan. These facilities shall, at a minimum, include the following:
 - A. Five pieces of recreational fitness equipment at 204 Forest Glen Drive; and
 - B. A paved multi-use trail, a minimum of eight feet in width, connecting the new residential lots to 204 Forest Glen Drive.

These amenities shall be shown on the Subdivision Construction Plan and shall be reviewed and approved by the Director of Planning and the Director of Parks & Recreation for consistency with Board-approved facilities prior to final approval of the Subdivision Construction Plan.
10. *Pedestrian Accommodations*: There shall be sidewalks installed on at least one side of any new right-of-way to be constructed. A paved multi-use path, a minimum of eight feet in width, shall also be provided along the existing portion of Walker Drive as shown on the Master Plan. This multi-use path shall include a cross-walk connection to James City County Real Estate Tax Map Parcel No. 3110500093. The sidewalk and multi-use path improvements shall be installed or bonded prior to issuance of a Certificate of Occupancy for any lot within the Project.
11. *Landscape Plan*: The proposed stormwater management facilities shall be screened from Walker Drive and the adjacent residences in accordance with Section 24-100 of the Zoning Ordinance. This screening shall include upright evergreen plantings, with credit given for existing plantings. A landscape plan shall be submitted with the Subdivision Construction Plan for review and approval by the Director of Planning or his designee prior to final approval of the Subdivision Construction Plan.
12. *Nutrient Management Plan*: A Nutrient Management Plan for the Project shall be submitted to the Director of the Engineering and Resource Protection Division for review and approval prior to the issuance of a Certificate of Occupancy for any dwelling unit.

13. Commencement of Construction: If construction has not commenced on the Project within 36 months from issuance of this SUP, the SUP shall become void. Construction shall be defined as the first placement of permanent construction of a structure on a site, such as pouring of the slab or footings, installation of piles, construction of columns or any work beyond the stage of excavation. Construction does not include land preparation, such as clearing, grading or filling.
14. Severance Clause: This SUP is not severable. Invalidation of any word, phrase, clause, sentence or paragraph shall invalidate the remainder.

Kevin D. Onizuk
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of June, 2017.

SUP26-16ForestGlen-res

JCC-SUP-0026-2016, Forest Glen Section 5



LAND USE SUMMARY TABLE

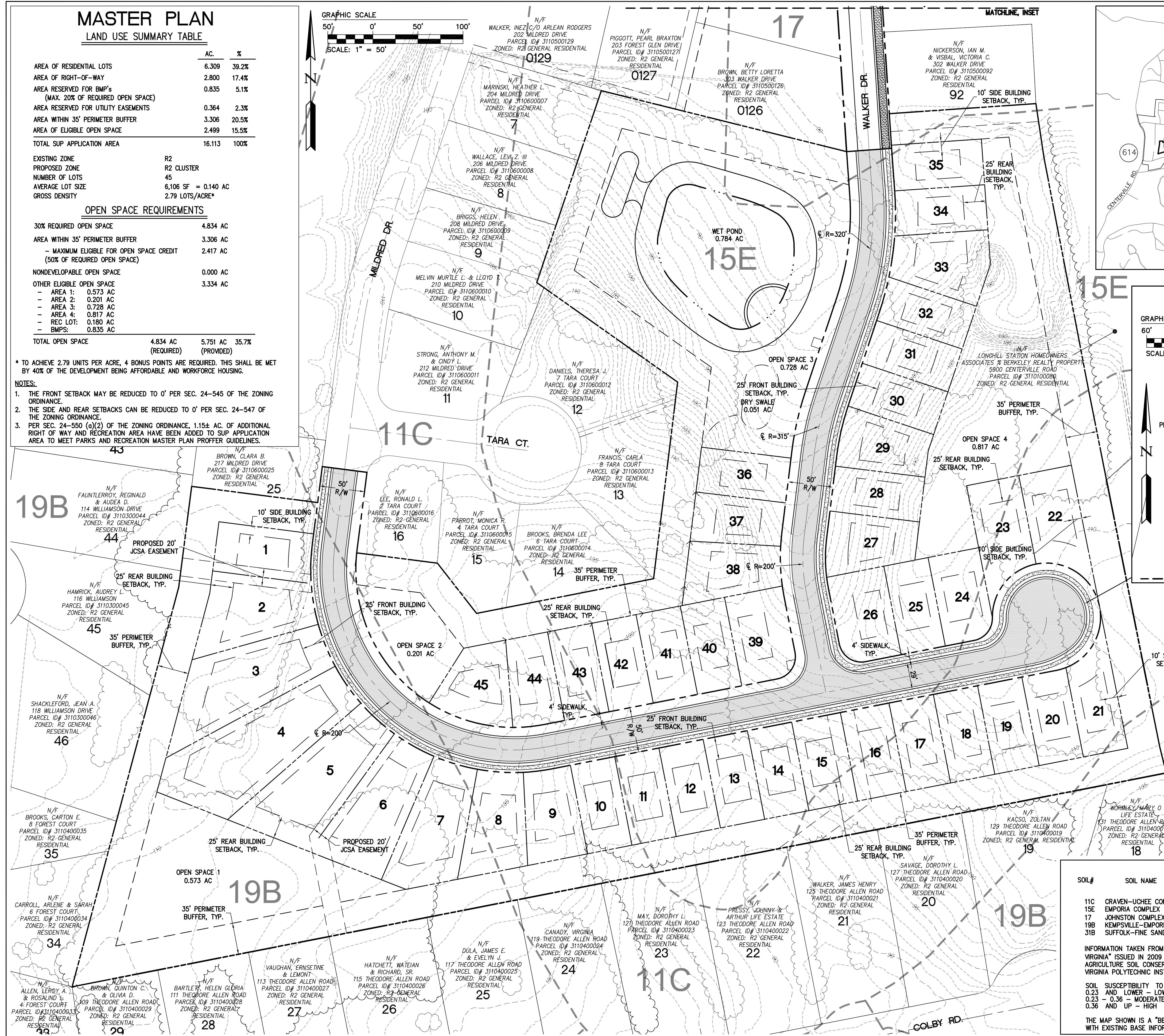
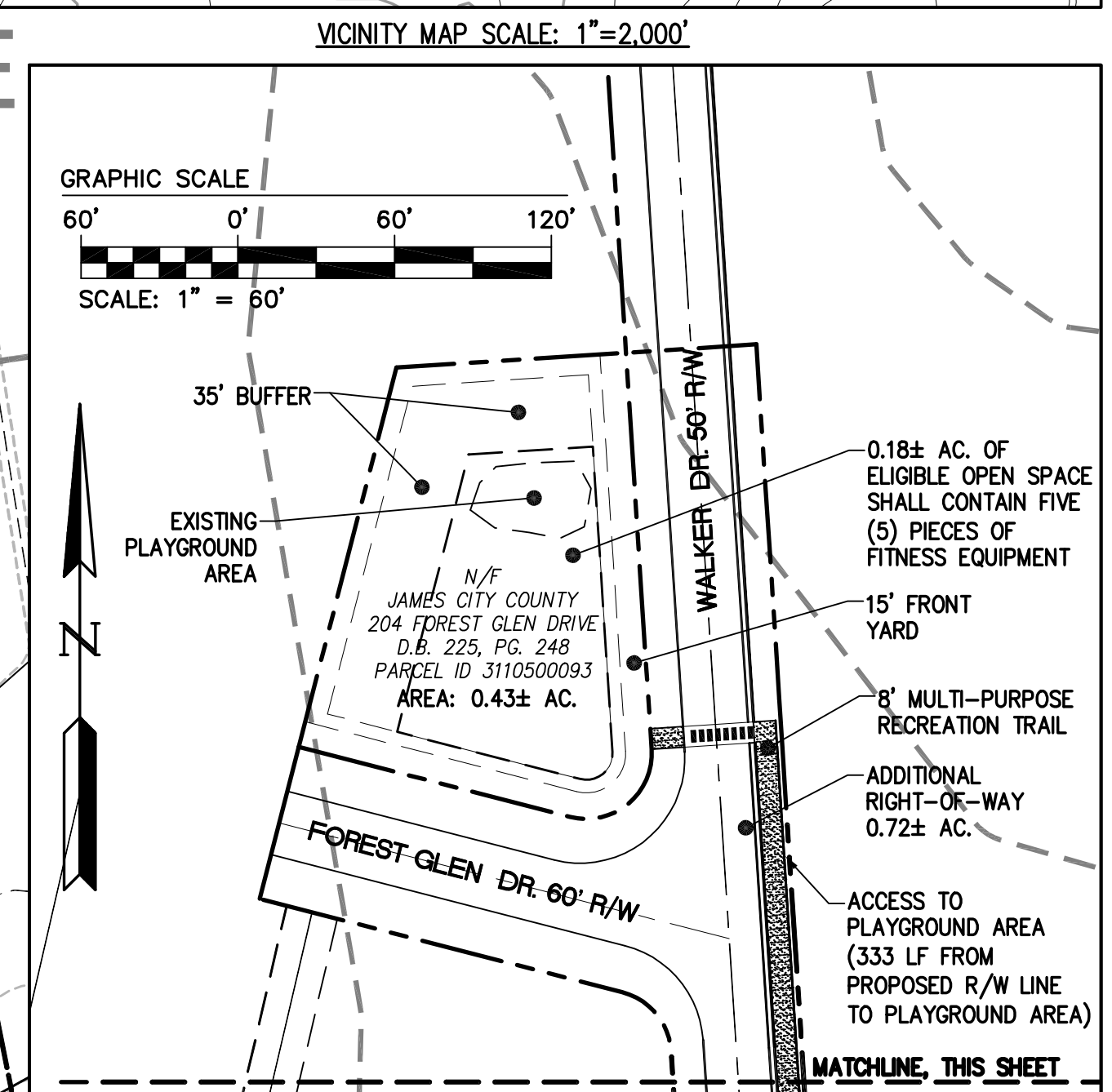
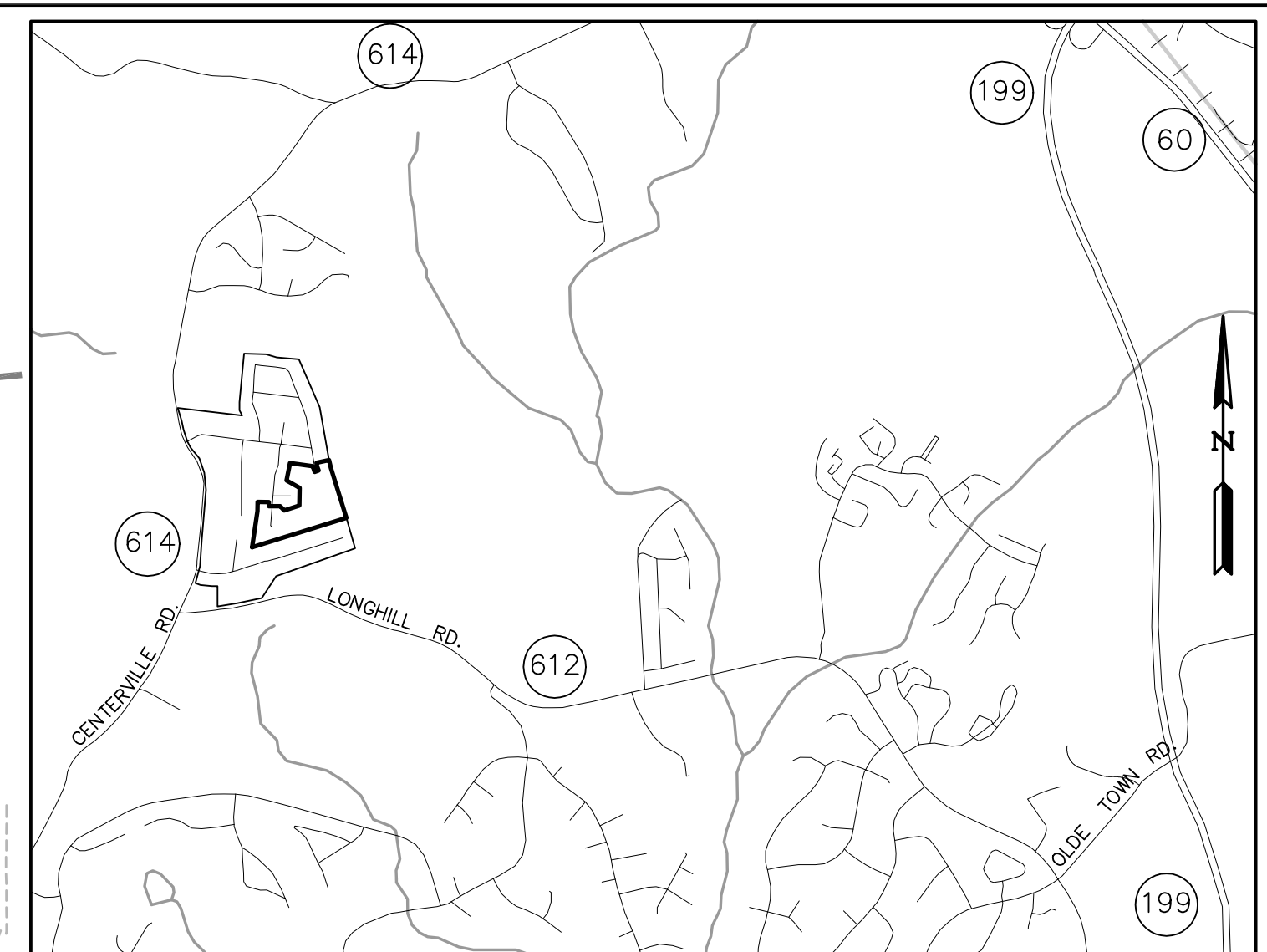
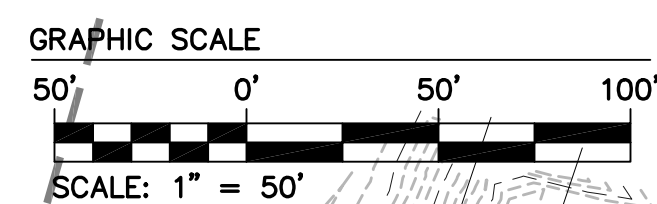
EXISTING ZONE	R2
PROPOSED ZONE	R2 CLUSTER
NUMBER OF LOTS	45
AVERAGE LOT SIZE	6,106 SF = 0.140 AC
GROSS DENSITY	2.79 LOTS/ACRE*

OPEN SPACE REQUIREMENTS

* TO ACHIEVE 2.79 UNITS PER ACRE, 4 BONUS POINTS ARE REQUIRED. THIS SHALL BE MET BY 40% OF THE DEVELOPMENT BEING AFFORDABLE AND WORKFORCE HOUSING.

NOTES:

1. THE FRONT SETBACK MAY BE REDUCED TO 0' PER SEC. 24-545 OF THE ZONING ORDINANCE.
2. THE SIDE AND REAR SETBACKS CAN BE REDUCED TO 0' PER SEC. 24-547 OF THE ZONING ORDINANCE.
3. PER SEC. 24-550 (a)(2) OF THE ZONING ORDINANCE, 1.15± AC. OF ADDITIONAL RIGHT OF WAY AND RECREATION AREA HAVE BEEN ADDED TO SUP APPLICATION AREA TO MEET PARKS AND RECREATION MASTER PLAN PROFFER GUIDELINES.



LEGEND

— — — — — SOILS BOUNDARY

19B SOILS TYPE

<u>ENVIRONMENTAL INVENTORY IMPACTS</u>	
CBPA WETLANDS:	NONE IMPACTED
NON-CBPA SHORES:	NONE IMPACTED
NON-CBPA TIDAL WETLANDS IN RPA:	NONE IMPACTED
100 FT RPA BUFFER:	NONE IMPACTED
100 FT RMA BUFFER:	NONE IMPACTED
NON-CBPA TIDAL WETLANDS IN RMA:	NONE IMPACTED
HYDRIC SOILS:	NONE IMPACTED
25% SLOPES OR GREATER	NONE IMPACTED

NOTE: THIS PROPERTY IS IN FLOOD ZONE X AS SHOWN ON MAP NUMBER 51095C0108D, PANEL 108, FOR COMMUNITY NUMBER 510201, DATED 12/16/12 OF THE FLOOD INSURANCE RATE MAPS FOR JAMES CITY COUNTY, VIRGINIA. ZONE X IS DEFINED AS AREAS TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN. (BASE FLOOD ELEVATION 7.5' DETERMINED)

SOIL CHARACTERISTICS					
SOIL#	SOIL NAME	HYDROLOGIC SOIL GROUP	TYPICAL SLOPES	EROSION FACTOR (K)	EROSION FACTOR (T)
11C	CRAVEN-UCHEE COMPLEX	D	6-10%	0.28	5
15E	EMPORIA COMPLEX	B	15-25%	0.28	5
17	JOHNSTON COMPLEX	A/D	0-2%	0.37	5
19B	KEMPSPVILLE-EMPORA	A	2-6%	0.28	5
31B	SUFFOLK-FINE SANDY	B	2-6%	0.24	5

INFORMATION TAKEN FROM "SOIL SURVEY OF TIDEWATER CITIES AREA, VIRGINIA" ISSUED IN 2009 BY THE UNITED STATES DEPARTMENT OF AGRICULTURE SOIL CONSERVATION SERVICE IN COOPERATION WITH VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY.

SOIL SUSCEPTIBILITY TO EROSION CLASSIFICATION (K)
0.23 AND LOWER - LOW ERODIBILITY
0.23 - 0.36 - MODERATE ERODIBILITY
0.36 AND UP - HIGH ERODIBILITY

THE MAP SHOWN IS A "BEST FIT MODEL" OF THE SCS MAPS
WITH EXISTING BASE INFORMATION.

[illegible]

AIDS

CONSULTING ENGINEERS

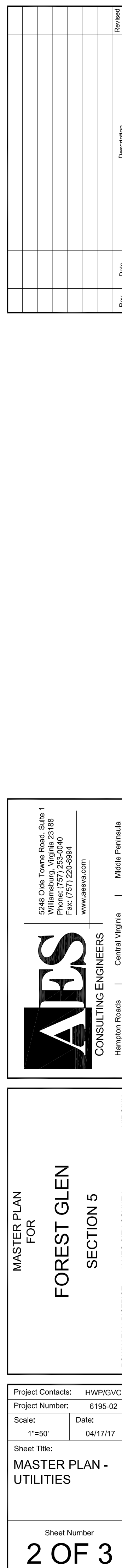
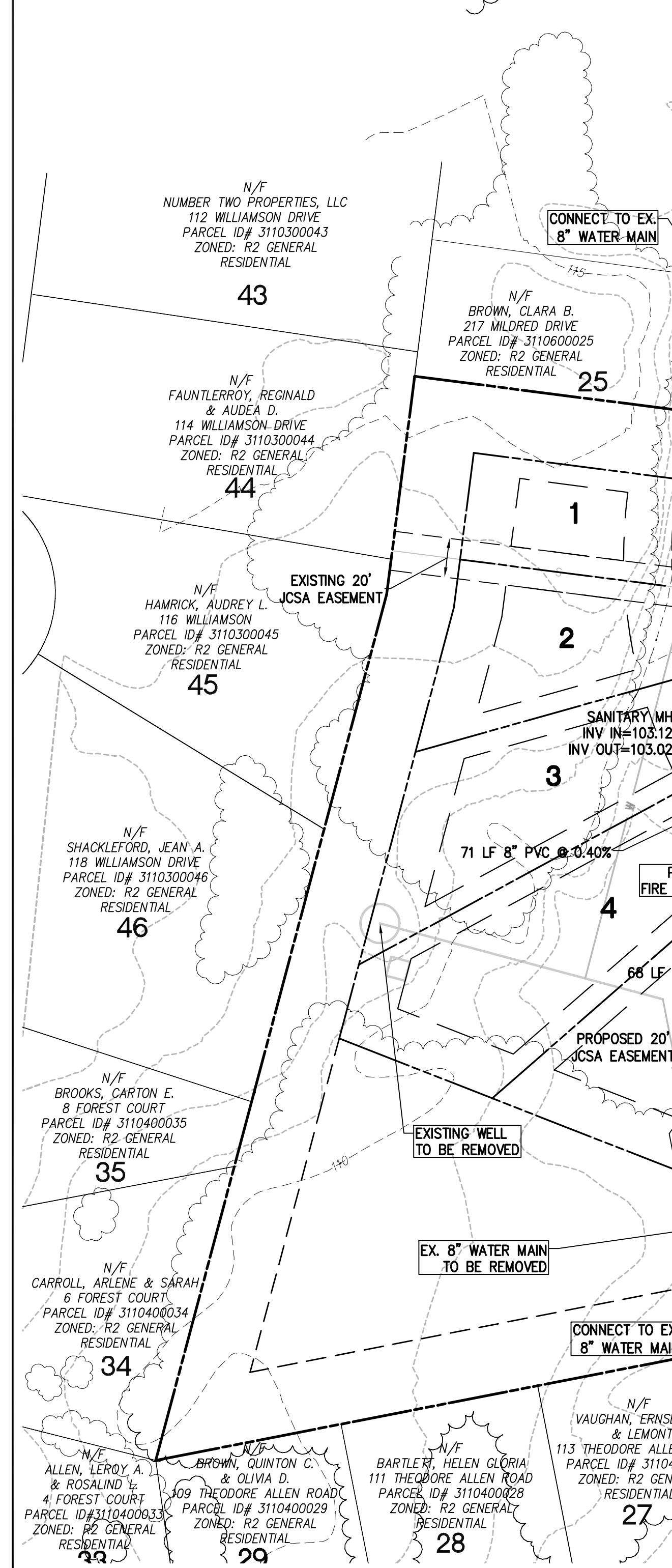
Hampton Roads | Central Virginia | Middle Peninsula

5248 Old Towne Road, Suite 1
Williamsburg, Virginia 23188
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Fax: (757) 220-8994
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MASTER PLAN
FOR
FOREST GLEN
SECTION 5

POWATAN DISTRICT JAMES CITY COUNTY VIRGINIA

Project Contacts:		HWP
Project Number:		6195-02
Scale:	Date:	
1"=50'	04/17/2017	
Sheet Title:		
MASTER PLAN - SITE LAYOUT		
Sheet Number		
1 OF 3		



**Unapproved Minutes of the May 3, 2017
Planning Commission Meeting**

SUP-0026-2016. Forest Glen Section 5

Ms. Savannah Pietrowski, Planner II, stated that Mr. Elliott York, of American Eastern Incorporated, has applied for a special use permit to allow a residential cluster within the existing Forest Glen neighborhood. Ms. Pietrowski stated that the development would consist of 45 single-family lots with a gross density of approximately 2.79 units per acre.

Ms. Pietrowski stated that in order to achieve a density greater than one unit per acre, a residential cluster SUP is necessary. Ms. Pietrowski stated that for this proposal, the applicant intends to obtain the necessary density bonus points by committing 40% of all units to the provisions of affordable and workforce housing.

Ms. Pietrowski stated that the existing County-owned neighborhood park, known as Forest Glen Playground, is also included as a part of this SUP application. Ms. Pietrowski stated that the applicant is proposing to supplement the existing facilities at Forest Glen Playground in lieu of providing the full set of items typically required by the James City County Recreational Facilities Development Guidelines and has requested an exception from the Board of Supervisors. Ms. Pietrowski further stated that the applicant has been in discussion with Mr. John Carnifax, Director of Parks and Recreation, and the Parks and Recreation Department is in support of their proposal.

Ms. Pietrowski stated that historically, residential cluster SUP applications have been accompanied by an application for rezoning and typically included voluntary proffers to mitigate impacts associated with increasing the permitted density. Ms. Pietrowski stated that as the County no longer accepts proffers associated with residential rezonings, this application has been submitted as an SUP only. Ms. Pietrowski stated that while most of the impacts associated with the proposal can be mitigated through the proposed SUP conditions, there are some fiscal impacts which cannot be mitigated.

Ms. Pietrowski stated that the properties are designated Low Density Residential on the Comprehensive Plan Land Use Map and are located inside the Primary Service Area. Ms. Pietrowski stated that recommended uses for this designation include single-family and multi-family units, cluster housing and recreation areas. Ms. Pietrowski further stated that the Comprehensive Plan recommends a density of up to one unit per acre in Low Density Residential areas, however, higher densities are acceptable if certain public benefits are provided, such as affordable and workforce housing. Ms. Pietrowski stated that this proposal also address recommendations within the Comprehensive Plan to address the need for affordable and workforce housing and to promote infill within the Primary Service Area.

Ms. Pietrowski stated that staff finds the proposal to be compatible with surrounding zoning and development and consistent with the Comprehensive Plan. Ms. Pietrowski further stated that

staff recommends the Planning Commission recommend approval of this application to the Board of Supervisors, subject to the conditions listed in the staff report.

Mr. Krapf recognized the presence of Mr. John Carnifax, Director of Parks and Recreation who was on hand to address any questions related to the playground.

Mr. Krapf opened the floor for questions from the Commission.

Ms. Robin Bledsoe inquired if the data for fiscal impact was based on the 40% affordable housing units or 100% affordable housing units.

Ms. Pietrowski stated that the data was based on the 40%.

Mr. Jack Haldeman inquired if the net negative fiscal impact is \$209,000.

Ms. Pietrowski stated that it was approximately \$206,000.

Mr. Haldeman inquired if that was a total figure or a per year deficit.

Ms. Pietrowski stated that it was per year.

Mr. Schmidt inquired if the by-right development would be one unit per acre.

Ms. Pietrowski confirmed.

Mr. Wright inquired whether the affordable housing price restriction would apply to future sales of the property.

Mr. Holt stated that the affordable housing restriction applied only to the initial sale and that future sales of the property would be at market rate.

Mr. Haldeman about the fiscal deficit if the entire project were affordable housing.

Ms. Pietrowski stated that staff had not done that comparison.

Mr. Haldeman inquired if the fiscal impact was for school only.

Ms. Pietrowski stated that the fiscal impact does include other services. Ms. Pietrowski stated that fiscal impact is calculated after tax revenues have been accounted for.

Mr. Holt clarified that the County uses a standard template to assess fiscal impact and that the per-unit value is an average of the anticipated sales price. Mr. Holt stated that the fiscal impact could vary depending actual sales.

Ms. Bledsoe inquired about how the impact on the schools was calculated.

Ms. Pietrowski stated that the school impact is based on the entire number of units.

Mr. Krapf called for disclosures from the Commission.

Mr. Krapf stated that he had spoken with the applicant.

Mr. Tim O'Connor stated that he had spoken with Mr. Howard Price of AES.

Mr. Wright stated that he did not speak with anyone; however, he did visit the site.

Ms. Bledsoe stated that she visited the site.

Mr. Haldeman stated that he visited the site.

Mr. Schmidt stated that he viewed the site using online mapping technology.

Mr. Krapf opened the Public Hearing.

Mr. Elliott York, Assistant Manager, Forest Glen Associates, LLC, made a presentation to the Commission on the proposed project. Mr. York stated that Forest Glen Associates is excited to have the opportunity to provide affordable housing units in James City County. Mr. York stated that in addition to the benefit of affordable housing, the project proposes a regional stormwater facility that will also serve a number of the existing lots. Mr. York further noted that as part of the proposal, improvements will be made to the existing James City County playground.

Mr. York stated that a Community Meeting was held on December 9, 2016. Mr. York stated that the meeting was very positive with good feedback from the community.

Mr. York requested that the Commission consider the benefits of the project and recommend approval of the project.

Mr. Haldeman inquired about the zoning of the adjacent undeveloped parcel.

Mr. York stated that he believed it was also R-2.

Mr. Haldeman inquired if there was a connection from Forest Glen to the Warhill Sports Complex.

Mr. York stated that the parcels between Forest Glen and the Warhill Sports Complex were owned by two separate entities.

Mr. Schmidt inquired about the nearest bus stop.

Mr. Holt stated that staff would look into the bus stop location and provide that information to the Commission.

Ms. Bledsoe inquired if the Home Owners Association (HOA) would be responsible for maintaining the stormwater facility.

Mr. York stated that discussions are being held with the Stormwater Division regarding maintenance.

Ms. Bledsoe inquired about the cost of maintaining the additional playground equipment.

Mr. York stated that he does not have that figure.

Ms. Bledsoe inquired when the playground equipment would be installed.

Mr. York stated that the County has not stipulated when the playground equipment must be installed. Mr. York noted that it would likely be installed after the start of construction. Mr. York noted that playgrounds are an amenity that sells homes.

Ms. Bledsoe inquired about the number of homes that would be offered at the affordable housing price.

Mr. York stated that based on the surrounding community, it is likely that all the homes would sell at price points that fall within the affordable housing guidelines.

Mr. Krapf inquired about stipulations in the SUP condition for installation of the recreational equipment.

Mr. Holt stated that there is no timeframe given in the SUP condition; however, there is a requirement for the amenities to be shown on the subdivision construction plans. Mr. Holt further stated that the amenities would be bonded to ensure completion.

Mr. Wright inquired how long the construction period would be to construct all the homes.

Mr. York stated that once the SUP and construction plan are approved, site development would be complete within 18 months.

Ms. Bledsoe inquired if the intent is to use a local builder.

Mr. York stated that they have not decided on a builder. Mr. York stated that Forest Glen Associates does much of the work in-house including building.

Mr. Schmidt inquired how many homes in the existing community would benefit from the regional stormwater facility.

Mr. York stated that the Stormwater facility would handle drainage for 30 acres which would cover the 15 acres of the proposed development and 15 acres of the existing development.

Mr. Holt clarified that while the retention pond would be large enough to handle the drainage, additional engineering would be required to allow conveyance of the water to this facility.

Ms. Bledsoe inquired about water supply for the project.

Mr. York stated that the project would connect to public water and sewer and that the existing well has been abandoned.

Mr. Holt stated that, following up on the question about zoning of the adjacent parcel, it is zoned R-8, Rural Residential, which would require have a minimum lot size of three acres. Mr. Holt further stated that because the adjacent property is large, there is no direct connection with the Warhill Sports Complex.

Ms. Dianna Anderson, 327 Merrimac Trail, County Resident, addressed the Commission in favor of affordable housing and suggested that the Commission consider asking the developer to provide senior housing units.

As no one further wished to speak, Mr. Krapf closed the Public Hearing.

Mr. Krapf opened the floor for discussion by the Commission.

Mr. Wright stated that his greatest concern is the fiscal deficit. Mr. Wright inquired if the Board of Supervisors has indicated how the County should mitigate fiscal impacts.

Mr. Holt stated that the James City service Authority already has connection fees. Mr. Holt further stated that under the enabling state legislation, there is no provision to collect cash proffers and that the County is no longer able to accept proffers for residential development.

Mr. Krapf stated that he has concerns about the fiscal deficit; however, the project has several positive factors including providing workforce housing consistent with the goals of the Comprehensive Plan, providing additional recreation equipment and the potential to create a regional stormwater facility. Mr. Krapf stated that he is inclined to support the application.

Mr. Haldeman noted that the Comprehensive Plan and Housing Opportunities Policy encourages workforce housing to be spread throughout the County; however, in this instance it is creating a concentrated area of workforce housing.

Mr. O'Connor stated that in many of the developments that incorporate affordable housing, there is a distinct divide between the affordable housing and the market rate homes. Mr. O'Connor stated that when you have like neighborhoods together, it creates a better sense of community.

Mr. Holt noted that the Housing Opportunities Policy was designed to create a range of housing options for those whose income qualifies them for affordable housing. Mr. Holt stated that this application is somewhat unique as it is infill development and is located in an area where the existing housing price points are similar as opposed to a new community where the majority of homes might not be in the affordable housing price point. Mr. Holt stated that the Housing

Opportunities Policy was designed to apply the entire County but it does not take into account unique situations such as infill development or providing affordable housing to obtain a density bonus.

Mr. Wright stated that he appreciated the benefits of the project; however, he is concerned about the fiscal deficit. Mr. Wright stated that it is necessary for the County to develop methods to mitigate the financial impacts. Mr. Wright stated that he cannot support the project.

Mr. Schmidt stated that the fiscal shortfall is a great concern. Mr. Schmidt further stated that he sees benefits from the project.

Ms. Bledsoe stated that her main hesitation about the project is that the proposed price point still is still higher than what most of the workforce could afford. Ms. Bledsoe stated that she would like to see the applicant work with agencies that provide assistance with loans and grants. Ms. Bledsoe further stated that she has concerns over the stormwater facility maintenance which may be an additional cost to the County.

Mr. O'Connor stated that the developer has made a good effort to work with the framework of the County's ordinances and policies. Mr. O'Connor further stated that the Stormwater Division is already addressing this area due to flooding and that the regional stormwater facility will provide a way to treat the water. Mr. O'Connor stated that he would support the application.

Mr. O'Connor made a motion to recommend approval of the application.

On a roll call vote, the Commission James City County Planning Commission voted on a motion to recommend approval of the above-referenced application resulting a tie vote (3-3).

Ms. Bledsoe commented that before the application is reviewed by the Board of Supervisors, it would be helpful to have more information about the Stormwater facility.

Mr. Holt stated that a stormwater facility would be required for the development under any circumstances and that discussions are ongoing regarding the creation of a regional facility.

Community Impact Statement

For

Forest Glen Section V

Prepared For

***Forest Glen Associates, LLC
632 Hampton Highway
Yorktown, Virginia 23693
757-867-8800***

Original: December 08, 2016

Revised: April 17, 2017

AES Project Number 6195-02

County Number: SUP-0026-2016

Prepared by:



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(757) 253-0040
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TABLE OF CONTENTS

I.	INTRODUCTION.....	3
II.	THE PROJECT TEAM	4
III.	EXISTING CONDITIONS	5
IV.	PROJECT DESCRIPTION	5
V.	PLANNING CONSIDERATIONS	7
	A. Land Use.....	7
	B. Environmental.....	7
	C. Historic and Archaeological.....	7
	D. Parks and Recreation	7
VI.	ANALYSIS OF IMPACTS TO PUBLIC FACILITIES AND SERVICES	7
	A. Public Water Facilities.....	7
	B. Fire Protection and Emergency Services	8
	C. Solid Waste	8
	D. Utility Service Providers.....	8
	E. Schools.....	8
VII.	ANALYSIS OF ENVIRONMENTAL IMPACTS.....	10
	A. Wetlands & Resource Protection Areas	10
	B. Plant Species.....	10
	C. Soils.....	10
VIII.	ANALYSIS OF STORMWATER MANAGEMENT	10
	A. Water Quality.....	10
	B. Water Quantity	11
	C. Special Stormwater Criteria	11
	D. Storm Sewer System	12
IX.	ANALYSIS OF IMPACTS TO TRAFFIC	12
X.	FISCAL IMPACT STUDY.....	12
XI.	CONCLUSIONS.....	13
LIST OF EXHIBITS		
	Exhibit 1 - Vicinity Map.....	6
	Exhibit 2 - Special Stormwater Criteria Map	12
APPENDIX		

I. INTRODUCTION

Forest Glen Associates, LLC is applying for a Special Use Permit for a property located in the Powhatan Magisterial District on the eastern side of Centerville Road and is located in a currently undeveloped portion of the Forest Glen neighborhood. The existing zoning for the property is R-2 and this SUP request is to allow a cluster development to be constructed.

The purpose of this Community Impact Statement is to summarize and organize the planning efforts of the project team into a cohesive package for Staff review, addressing the pertinent planning issues, the requirements of a cluster development, cultural, fiscal, and physical impacts of the proposed development to the County.

Description of Forest Glen Associates, LLC

Forest Glen Associates, LLC is a land holding company owned and operated by H.R. Ashe. Mr. Ashe has owned and operated a local construction company based in Yorktown, VA since 1975. Since that time, Mr. Ashe has completed over 247 commercial projects, developed over 2,300 lots, developed and constructed a 96-unit multi-family complex, and constructed over 1,800 homes.

II. THE PROJECT TEAM

The organizations that participated in the preparation of the information provided with this rezoning submission are as follows:

- Developer - Forest Glen Associates, LLC
- Civil Engineering - AES Consulting Engineers
- Land Planning - AES Consulting Engineers
- Fiscal - Ted Figura Consulting

Key Components of this Community Impact Statement are:

- Existing Conditions
- Project Description
- Planning Considerations
- Analysis of Impacts to Public Facilities and Services
- Analysis of Environmental Impacts
- Analysis of Storm Water Management
- Traffic Impact Analysis
- Fiscal Impact Study
- Conclusions

III. EXISTING CONDITIONS

Site Location - See Figure 1, Vicinity Map, page 6

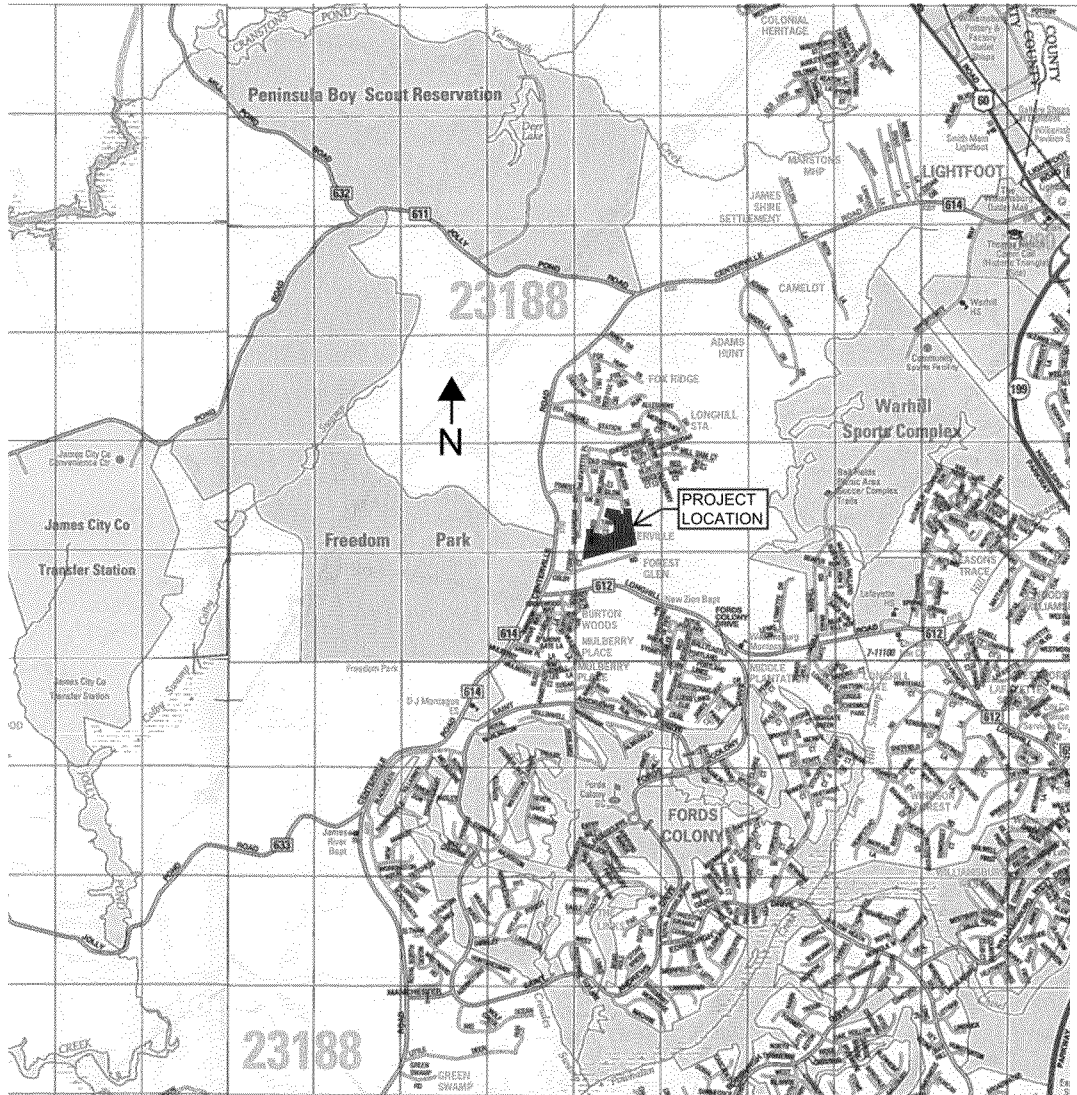
Master Plan – Site Layout (1 of 3), contains detailed information on preliminary wetlands, buffers, soils, and slopes. A pre-development site analysis revealed the following results:

<i>RPA Wetland areas:</i>	0.000	acres
<i>Non-RPA Wetland areas:</i>	0.000	acres
<i>Areas of 25% or greater slopes</i>	0.000	acres
<i>Total Non-Developable Area</i>	0.000	acres
<i>Net Developable Area</i>	16.113	acres

IV. PROJECT DESCRIPTION

Forest Glen Associates, LLC proposes to establish a cluster development on the property to allow lots of an average size of 0.140 AC to be constructed. This project will consist of 100% affordable and workforce housing and will serve a greater need for affordable housing throughout James City County. The concept, as depicted on Master Plan – Site Layout (1 of 3), shows the proposed layout of the site. The roads serving the development will be public.

Figure 1



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Number 21004223

APPROXIMATE SCALE 1"=2000'

VICINITY MAP
for
Forest Glen, Section V
James City County, Virginia

V. PLANNING CONSIDERATIONS

A. Land Use & Density

The entire 16.113± acre parcel is currently zoned as R-2, General Residential District. The Comprehensive Plan designates this parcel as Low Density Residential. The site is currently bounded by a single family residential neighborhood (Forest Glen). Initial discussions with James City County Planning Staff have indicated that the proposed cluster development with affordable and workforce housing would be an appropriate neighbor to the existing single family residential communities and a good economic fit for this particular site.

The proposed site has a gross density of 2.79 lots per acre, which requires 4 bonus points to be achieved. In order to reach this number, affordable and workforce housing will be provided which achieves the required 4 bonus points.

B. Environmental

There are no environmental concerns associated with this project.

C. Historic & Archeological

As a condition of the SUP, a Phase 1 Archeological study must be completed, submitted and approved by the county prior to issuance of a Land Disturbing permit.

D. Parks and Recreation

Forest Glen Associates, LLC proposes to work with the County to make improvements and modifications deemed appropriate to the existing County owned and maintained playground area in the existing Forest Glen neighborhood. This will include an access trail/sidewalk and additional designated playground area containing various fitness apparatuses. The existing playground is located at 204 Forest Glen Drive, which is approximately 333 feet away from one of the two main entrances into the proposed development.

VI. ANALYSIS OF IMPACTS TO PUBLIC FACILITIES AND SERVICES

A. Public Water & Sewer Facilities

The proposed development will generate 13,200 GPD (average project daily flow). As this flow is less than 30,000 GPD, a water and sewer study is not required for the SUP. Additionally, since this flow is less than 40,000 GPD, an HRSD flow acceptance letter is not required.

Water service shall be provided by looping the system and connecting to existing JCSA water mains located on either side of the property. An additional connection will be made while abandoning the existing well that exists on site. Hydrants will be provided to meet JCSA minimum standards and as otherwise directed by the Fire Marshall. A detailed water model will also be provided for approval during the development plan stage.

Sanitary sewer service is provided to the site by a proposed on site gravity sewer collection system which will convey wastewater flows to an existing JCSA gravity sewer system. The receiving pump station is JCSA Station #5-9.

All system components shall be designed to JCSA standards for acceptance into the JCSA water and gravity sewer system. Please refer to the Master Plan – Utilities (2 of 3) for the preliminary layout of the on-site water and sanitary sewer system.

B. Fire Protection and Emergency Services

There are currently five (5) fire stations providing fire protection and Emergency Medical Services (EMS) services to James City. Three (3) stations are located within a reasonable distance to the project site. These are Fire Stations 3, 4 and 5. The closest fire station to the subject site within James City County is Fire Station 4, located at 5312 Olde Towne Road, just over 3.3 miles east of this project site. However, all three of these stations are within a 10 minute drive of the project site. Response time to the site is within appropriate limits if an emergency event occurs which requires additional fire and life safety support. The proximity of the site to these three fire stations affords the future residents of the project more than adequate response to potential emergencies.

C. Solid Waste

The proposed development on the subject property will generate solid wastes that will require collection and disposal to promote a safe and healthy environment. Curb side solid waste collection services will be provided where trash and recycle material can be deposited into the appropriate vehicle for transport to a solid waste transfer station.

D. Utility Service Providers

Virginia Natural Gas, Dominion Virginia Power, Cox Communications, and Verizon Communications provide, respectively, natural gas, electricity, cable TV service, and telephone service to this area. The current policy of these utility service providers is to extend service to the development at no cost to the developer when positive revenue is identified; plus, with new land development, these utility service providers are required to place all new utility service underground.

E. Schools

The proposed development will generate 17.6 students K-12. This figure is based on the proposal to build 44 single family detached homes at a student generation rate of 0.4 per household. This calculation is provided as part of the Fiscal Impact Analysis.

The calculated number of K-5 students generated from the proposed development is 7.7, grade level 6-8 is 4 students, and grade level 9-12 is 5.8 students. The multiplier used for each grade level is based on the pro rata share of students currently enrolled in each grade level as reported in the 2016-2017 enrollment report published by James City County. A copy of the calculation is provided below and the report used is provided in the appendix.

Williamsburg-James City County Public Schools Historical Enrollment

Grade	2016-2017	Percentage	Students Generated
K-5 Total	5,028	44%	7.7
6-8 Total	2,628	23%	4.0
9-12 Total	3,775	33%	5.8
K-12 Total	11,431	100%	17.6

Source: Williamsburg-James City County Public Schools, 9/30/16 Count

Total Students Generated by Development

17.6

The proposed development is zoned for students to attend Blayton Elementary, Hornsby Middle, and Lafayette High school. All of these schools are currently operating below capacity. Adding these additional students will not bring the enrollment levels at or above capacity. The below table illustrates the current enrollment numbers, capacity, and new enrollments with the calculated additions. Each figure was pulled directly from the Williamsburg James City County Public Schools website (<https://wjccschools.org/departments/finance/enrollment-reports/>) and each report used is provided below in the appendix.

School	2016-2017		Addition	Projected Enrollment	Difference in
	Enrollment	Capacity			Capacity vs. Projected
Blayton Elementary	513	540	8	521	19
Hornsby Middle	942	952	4	946	6
Lafayette High	1152	1314	6	1158	156

VII. ANALYSIS OF ENVIRONMENTAL IMPACTS

A. Wetlands, Resource Protection Areas

There are no wetlands or Resource Protection Areas located on-site.

B. Endangered Species

An endangered species report is not required.

C. Soils

The USDA Web Soil Survey shows several soil types within the property boundary. This property is predominantly situated on low to moderately drained soils of Craven-Uchee Complex, Emporia Complex, Johnston Complex, Kempsville Emporia and Suffolk-Fine Sandy soil types. Soils mapping can be seen on Master Plan – Site Layout (1 of 3).

VIII. ANALYSIS OF STORMWATER MANAGEMENT

A. Water Quality

The Virginia Runoff Reduction Method as set forth by the Virginia Department of Environmental Quality (DEQ) governs the water quality requirements for both new and re-development projects. As this proposed project would be constructed on currently wooded area, this classifies the site as a “New Development” project. Following the procedures for a new development, the required pollutant load reduction can be calculated to ensure the proposed development does not have a negative impact on downstream waterways. This reduction is measured in total phosphorus; a chemical that DEQ has determined that drives all other pollutants levels. Essentially, if phosphorus is reduced, so are all the other pollutants.

The VRRM spreadsheet has been included in the Appendix detailing the site soil data, required pollutant removal, and Best Management Practices (BMPs) provided to achieve improved water quality. For this proposed site, 7.29 lbs./year of phosphorus load reduction is required. A treatment chain of a Level 2 Dry Swale (DEQ SPEC #10) and Level 1 Wet Pond (DEQ SPEC #14) that treats 13.77 acres of the proposed development, including 4.34 acres of impervious area has been utilized to help achieve this requirement. Using this treatment train of BMPs, 7.37 lbs./year of phosphorus load reduction will be achieved. This load reduction exceeds the requirement by 0.07 lbs./year. Additionally, this dry swale and wet pond will need to meet the specifications as set forth by DEQ, including but not limited to providing adequate treatment volume.

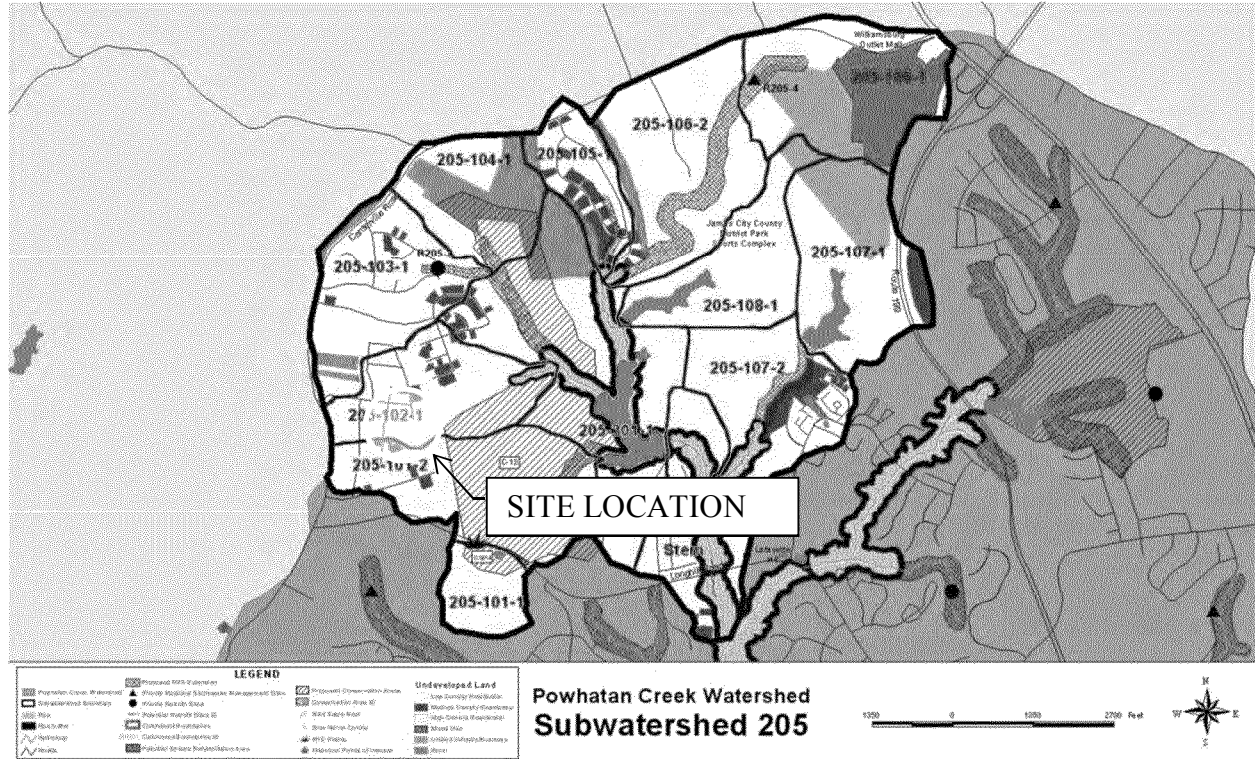
B. *Water Quantity*

Water quantity control is required to ensure that the post construction stormwater runoff is controlled to a point that is either at or below the existing condition in terms of flow rates. This quantity of stormwater can be reduced by storing the increased stormwater runoff for a period of time before releasing it back into the downstream waterway. The wet pond as previously used for water quality control can also be used to store the stormwater to reduce the flow. The Runoff Reduction Method can be used in combination with the SCS Method to calculate the required volume for the pond. Appropriate measures will be taken to ensure that the 1, 2, 10, and 100 year storms are properly contained within the pond and discharge the stormwater over time with appropriate flows to maintain or better the existing condition.

C. *Special Stormwater Criteria*

Forest Glen Section V is located in Sub watershed 205, an area considered to be sensitive by the Powhatan Creek Watershed Management Plan as shown below in Figure 2. This plan was put in place to help prevent any degradation of the ecosystem and waterways downstream of Powhatan Creek. The plan also describes this area as a high quality headwater stream in the watershed and has excellent stream habitat scores, expansive floodplain wetlands, and contiguous forests. It is assumed that over time this area will shift from “sensitive” to “impacted” due to a high development demand. In most cases, the plan requires that Special Stormwater Criteria be used in order to help prevent this shift and keep the current waterway in the same high quality state that it is today.

Figure 2



D. Storm Sewer System

The proposed storm sewer system shall be comprised mainly of curb inlets and reinforced concrete pipe that are placed throughout the site at critical locations. This system shall be used to convey the stormwater runoff into the proposed BMP for treatment. See Master Plan – Drainage (3 of 3) for the approximate sizing and location of this storm system. During final design, calculations will be provided to either confirm the sizes shown or resize the pipe sizes and inlets as appropriate.

IX. ANALYSIS OF IMPACTS TO TRAFFIC

A traffic study is not required for this application due to low trip generation; however, information from VDOT and the Hampton Roads TPO indicate that Centerville Road shall maintain a level of service between A-C. Our proposed site only generates a total of 419 vehicles per day with a peak of 45 vehicles per day.

X. FISCAL IMPACT STUDY

A Fiscal Impact Analysis has been prepared by Ted Figura Consulting and is included in this submittal to the County for review. This analysis will include a study of the impact to the WJCC school system.

XI. CONCLUSIONS

Forest Glen Section V represents an appropriate use of land on this site in James City County. This proposed project helps to fill a growing regional need of affordable housing in James City County and is a good fit for the existing Forest Glen subdivision.

This proposed community meets the intent of the Comprehensive Plan with assurances for the provision of ample open space and its efficient use. The project team's experience in construction assures the county of high standards of design, layout and construction. Forest Glen Section V will provide a model for the development of affordable housing in James City County.

The proposed development will not have a significant impact of the adjacent roadways or school system. The Fiscal Analysis concludes a net negative fiscal impact to the County, at build out, of approximately \$ 209,426.22 per year. However, this development addresses the county long term need of affordable housing.

There are adequate public utilities with capacity to serve this project. The site is capable of being served by public sewer and water. Fire and life safety issues have been addressed with this application.

Finally, the careful planning of this project with regard to open space, buffers, carefully planned stormwater management systems and limits on impervious surfaces assures the County that the sensitive sub watershed No. 205 of the Powhatan Creek Watershed will be protected. Due to site constraints, the only feasible BMP for water quality and quantity control is a Wet Pond Level 1 in a treatment train with another water quality BMP.

APPENDIX

VRRM Summary - BMP Pollutant Removal Calculation
Powhatan Creek Watershed Master Plan – Sub watershed 205
Fiscal Impact Study
Adequate Public Schools Facility Test

DEQ Virginia Runoff Reduction Method New Development Compliance Spreadsheet - Version 3.0

BMP Design Specifications List: 2013 Draft Stds & Specs

Site Summary

Total Rainfall = 43 inches

Site Land Cover Summary

	A soils	B Soils	C Soils	D Soils	Totals	% of Total
Forest/Open (acres)	0.50	1.75	0.00	0.50	2.75	16
Managed Turf (acres)	2.17	5.00	0.00	3.17	10.34	59
Impervious Cover (acres)	0.80	2.17	0.00	1.35	4.32	25
					17.41	100

Site TV and Land Cover Nutrient Loads

Site RV	0.36
Treatment Volume (ft ³)	22,903
TP Load (lb/yr)	14.39
TN Load (lb/yr)	102.95

Total TP Load Reduction Required (lb/yr)	7.25
--	------

Site Compliance Summary

Total Runoff Volume Reduction (ft ³)	1,939
Total TP Load Reduction Achieved (lb/yr)	7.26
Total TN Load Reduction Achieved (lb/yr)	35.35
Remaining Post Development TP Load (lb/yr)	7.13
Remaining TP Load Reduction (lb/yr) Required	0.00

**No further TP load reduction required

Drainage Area Summary

	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	Total
Forest/Open (acres)	1.75	0.00	0.00	0.00	0.00	1.75
Managed Turf (acres)	7.70	0.00	0.00	0.00	0.00	7.70
Impervious Cover (acres)	4.32	0.00	0.00	0.00	0.00	4.32
Total Area (acres)	13.77	0.00	0.00	0.00	0.00	13.77

Drainage Area Compliance Summary

	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	Total
TP Load Reduced (lb/yr)	7.26	0.00	0.00	0.00	0.00	7.26
TN Load Reduced (lb/yr)	35.35	0.00	0.00	0.00	0.00	35.35

Drainage Area A Summary

Land Cover Summary

	A Soils	B Soils	C Soils	D Soils	Total	% of Total
Forest/Open (acres)	0.00	1.75	0.00	0.00	1.75	13
Managed Turf (acres)	0.80	5.10	0.00	1.80	7.70	56
Impervious Cover (acres)	0.70	2.92	0.00	0.70	4.32	31
					13.77	

BMP Selections

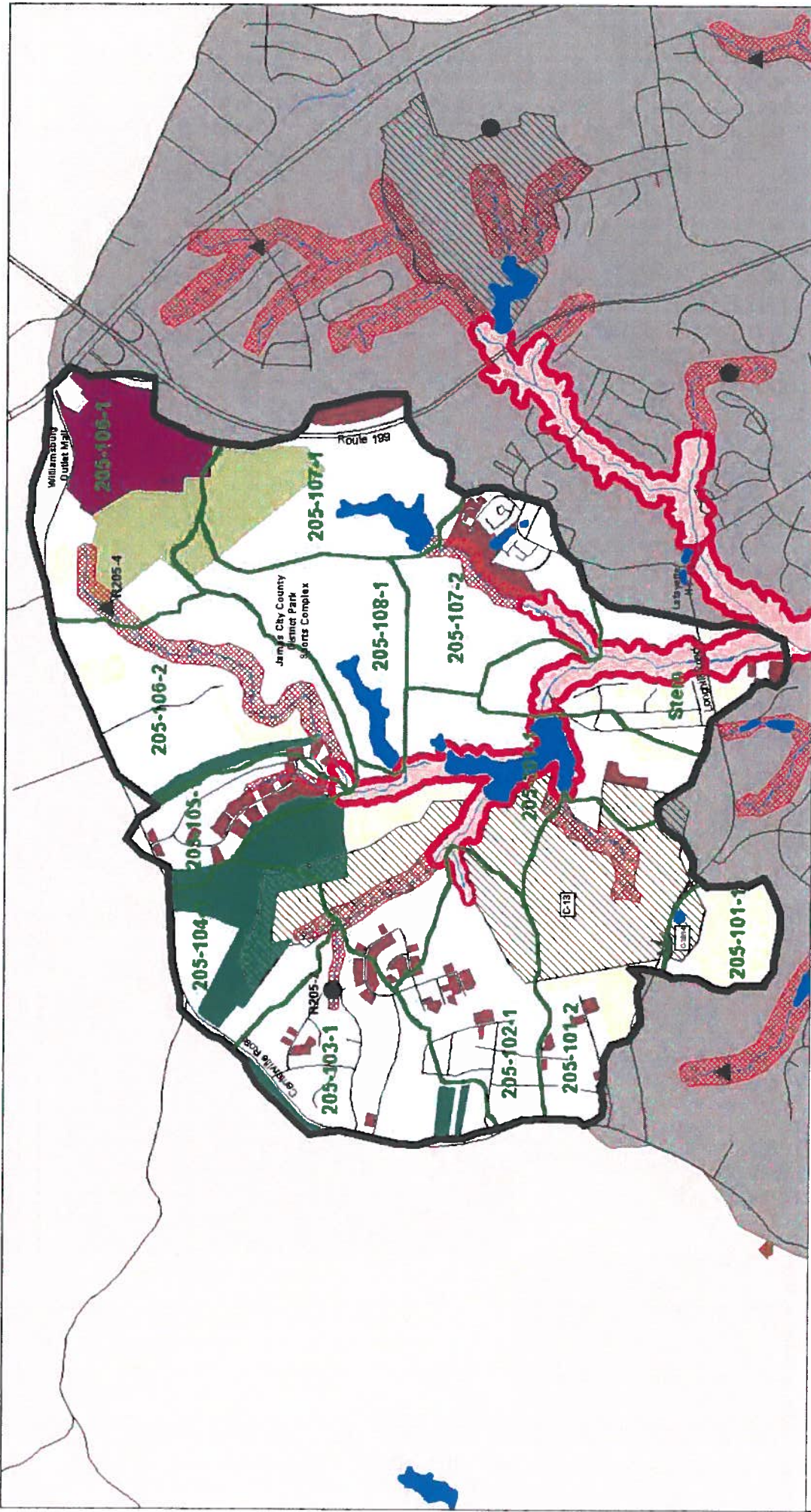
Practice	Managed Turf Credit Area (acres)	Impervious Cover Credit Area (acres)	BMP Treatment Volume (ft ³)	TP Load from Upstream Practices (lbs)	Untreated TP Load to Practice (lbs)	TP Removed (lb/yr)	TP Remaining (lb/yr)	Downstream Treatment to be Employed
5.b. Dry Swale #2 (Spec #10)	1.32	0.65	3,230.96	0.00	2.03	1.54	0.49	13.a. Wet Pond #1
13.a. Wet Pond #1 (Spec #14)	6.38	3.67	18,730.64	0.49	10.94	5.72	5.72	

Total Impervious Cover Treated (acres)	4.32
Total Turf Area Treated (acres)	7.70
Total TP Load Reduction Achieved in D.A. (lb/yr)	7.26
Total TN Load Reduction Achieved in D.A. (lb/yr)	35.35

Runoff Volume and CN Calculations

Target Rainfall Event (in)	1-year storm	2-year storm	10-year storm
	0.00	0.00	0.00

Drainage Areas	RV & CN	Drainage Area A	Drainage Area B	Drainage Area C	Drainage Area D	Drainage Area E
CN		73	0	0	0	0
RR (ft ²)		1,939	0	0	0	0
1-year return period	RV w/o RR (ws-in)	0.00	0.00	0.00	0.00	0.00
	RV w RR (ws-in)	0.00	0.00	0.00	0.00	0.00
	CN adjusted	100	0	0	0	0
2-year return period	RV w/o RR (ws-in)	0.00	0.00	0.00	0.00	0.00
	RV w RR (ws-in)	0.00	0.00	0.00	0.00	0.00
	CN adjusted	100	0	0	0	0
10-year return period	RV w/o RR (ws-in)	0.00	0.00	0.00	0.00	0.00
	RV w RR (ws-in)	0.00	0.00	0.00	0.00	0.00
	CN adjusted	100	0	0	0	0



LEGEND

Powhatan Creek Watershed Boundary	Private Boundary	Protected BPA Elevation	In-Ground Conservation Areas
Subwatershed Boundary	Private Property	Private National System for Watershed Management	Conservation Area ID
Road	Private Road	Private Road	Ball Lake Road
River	Private Road	Private Road	Blue Lake Road
Stream	Private Road	Private Road	RTE 199
Tributary	Private Road	Private Road	Station Point of Interest
Road	Private Road	Private Road	Station Point of Interest

Undeveloped Land

Low Density Residential	Medium Density Residential	High Density Residential	Medium Density Residential
Low Density Residential	Medium Density Residential	High Density Residential	Medium Density Residential
Low Density Residential	Medium Density Residential	High Density Residential	Medium Density Residential
Low Density Residential	Medium Density Residential	High Density Residential	Medium Density Residential

**Powhatan Creek Watershed
Subwatershed 205**

Scale: 0 1350 2700 Feet

North Arrow

Powhatan Creek Watershed Management Report

Subwatershed No. 205

OVERALL PROGNOSIS:

Currently, this subwatershed has the highest quality of any subwatershed in the Powhatan Creek watershed, and is classified as **SENSITIVE**. The streams are rated as having the best stream habitat in the watershed and a small wetland contains two RTE species. Subwatershed 205 also has the greatest growth potential of any subwatershed, as more than 50% of its area remains developable under current zoning. The Center recommends that this subwatershed Given its modest RPA protection (less than 4% of total area), and projected impervious cover (11%), this subwatershed is projected to shift into the **IMPACTED** category without effective watershed management.

See Figure

Drainage Area: 2.53 sq. miles (1,619.2 acres)

Land Use in Subwatershed 205

	<i>Percentage</i>	<i>Subwatershed Category</i>
2000 Impervious Cover	6.4 %	Sensitive
Future impervious cover (with buildout)	13.3 %	Impacted
Target Watershed Classification		Sensitive

Developable area: 867 acres or 54% of subwatershed area

Priority Conservation Areas in 205

<i>Table 205-1. Priority Conservation Areas in Subwatershed 205</i>			
<i>Conservation Area</i>	<i>Description</i>	<i>Conservation Area Ranking</i>	<i>Acquisition Ranking</i>
<i>C-12/14</i>	<i>Small pocket wetland with rare species -- the drainage is currently under development</i>	<i>3 of 21</i>	<i>--</i>
<i>C-13</i>	<i>Excellent quality streams and a small tract of mature hardwood contiguous forest</i>	<i>11 of 21</i>	<i>15 of 17</i>

Presence of RTE species: Confirmed populations of New Jersey Rush and historically Torreys Peat Moss (VA Natural Heritage).

Wetland areas: One exceptional wetland (about 0.5 to 0.7 acres in size) is the home to the RTE plant population. This wetland and its contributing drainage is a prime candidate for immediate land conservation, better site design and innovative stormwater practices. Adjacent development has the potential to adversely influence this important wetland.

Powhatan Creek Watershed Management Report

In addition, the lower portions of this subwatershed contain the upper reaches of Longhill Branch Swamp, which is one of the largest wetland complexes in the entire watershed.

Stream Conditions in 205

Table 205-2. General Stream Condition in Subwatershed 205		
Stream Quality	Description	Rank
<i>Excellent</i>	<i>Highest Quality streams in the watershed</i>	<i>1 of 11</i>

Habitat assessment: Stream assessment scores indicate streams in this subwatershed have the best habitat scores within the entire Powhatan Creek watershed. Typical characteristics include an intact forested stream valley, stable streambanks, good to excellent in-stream habitat and little or no evidence of channel instability.

Stormwater Management in 205

Subwatershed 205 has been divided into 13 catchments. The streams within subwatershed 205 received the highest rating in the stream assessment and are recommended Stream Protection Areas. Also, the subwatershed is considered the best candidate for preservation in the watershed. The major stormwater management strategy involves using on-site stormwater management per the recommended Special Stormwater Criteria, in conjunction with cluster or open space design, to limit disturbance to recommended conservation areas and stream valleys.

Table 205-3. Priority Stormwater Retrofit Areas			
Retrofits	Type of Retrofit and Rank		Benefit
	Regional Ponds for Future Development	Stormwater Retrofit	
205-2		3 of 17	<i>Retrofit of existing dry pond to provide channel protection and possibly water quality treatment..</i>
205-4	4 of 9	--	<i>Potential regional facility to manage runoff from future development as well as from the existing rural residential development.</i>

Powhatan Creek Watershed Management Report

Other Observations in Subwatershed 205

Evidence of poor logging practices within and near the stream valley, which generates erosion and fragments remaining forests.

Recommendations for Subwatershed 205

Land Conservation

- Acquisition/easement of C-13 parcel
- Continued agricultural zoning adjacent to C-13
- Possible down zone of limited industry/commercial area not draining to regional pond
- Impervious cover cap for the subwatershed

Stormwater Management

- Special Stormwater Criteria for sites not draining to a regional facility (see catchment 205-106-1)
- Special Stormwater Criteria for site draining to a the small pocket wetland (see conservation areas C-12/14)



Please make sure to use the accompanying Excel Spreadsheet to calculate the numbers below.

FISCAL IMPACT WORKSHEET AND ASSUMPTIONS

Please complete all *applicable* sections. Please use the provided spreadsheet to perform calculations. If space provided is insufficient, please feel free to include additional pages. If you have any questions please contact the Planning Office at 757-253-6685 or planning@jamestownva.gov

- 1a) PROPOSAL NAME: _____
- 1b) Does this project propose residential units? Yes ☐ No ☐ (if no, skip Sec. 2)
- 1c) Does this project include commercial or industrial uses? Yes ☐ No ☐ (If no, skip Sec. 3)

Fiscal Impact Worksheet Section 2: Residential Developments

- 2a) TOTAL NEW DWELLING UNITS. Please indicate the total number of each type of proposed dwelling unit. Then, *add* the total number of new dwelling units.

Single-Family Detached		Apartment	
Townhome/Condominium/Single-Family		Manufactured Home	
Total Dwelling Units			

Are any units affordable? Yes ☐ No ☐ (If yes, how many?) _____

Residential Expenses – School Expenses

- 2b) TOTAL NEW STUDENTS GENERATED. *Multiply* the number of each type of proposed unit from (2a) its corresponding Student Generation Rate below. Then, *add* the total number of students generated by the proposal.

Unit Type	Number of Proposed Units (from 2a)	Student Generation Rate	Students Generated
Single-Family Detached		0.40	
Townhome/Condo/Attached		0.17	
Apartment		0.31	
Manufactured Home		0.46	
Total			

- 2c) **TOTAL SCHOOL EXPENSES.** *Multiply* the total number of students generated from (2b) by the Per-Student Total Expenses below.

Total Students Generated	Per-Student Operating Expenses	Per-Student Capital Expenses	Per-Student Total Expenses	Total School Expenses
	\$5920.16	\$2176.06	\$8096.22	\$

Residential Expenses - Non-School Expenses

- 2d) **TOTAL POPULATION GENERATED.** *Multiply* the number of proposed units from (2a) and multiply by the Average Household Size number below.

Total Units Proposed	Average Household Size	Total Population Generated
	2.45	

- 2e) **TOTAL NON-SCHOOL EXPENSES.** *Multiply* the population generated from (2d) by the Per-Capita Non-School Expenses below.

Total Population Generated	Per-Capita Non-School Expenses	Total Non-School Expenses
	\$640.98	\$

- 2f) **TOTAL RESIDENTIAL EXPENSES.** *Add* school expenses from (2c) and non-school expenses (2e) to determine total residential expenses.

Total School Expenses	Non-School Expenses	Total Residential Expenses
\$	\$	\$

Residential Revenues

- 2g) **TOTAL REAL ESTATE EXPECTED MARKET VALUE.** Write the number of each type of units proposed from (2a). Then *determine the average* expected market value for each type of unit. Then, *multiply* the number of unit proposed by their average expected market value. Finally, *add* the total expected market value of the proposed units.

Unit Type:	Number of Units:	Average Expected Market Value:	Total Expected Market Value:
Single-Family Detached		\$	\$
Townhome/Condo/Multi-family		\$	\$
Total:		N/A	\$

- 2h) **TOTAL REAL ESTATE TAXES PAID.** *Multiply* the total market value from (2g) by the real estate tax rate below.

Total Market Value	Real Estate Tax Rate	Total Real Estate Taxes Paid
\$.0084	\$

- 2i) TOTAL PERSONAL PROPERTY TAXES PAID. *Multiply* the total real estate taxes paid (2h) by the property tax average below.

Real Estate Tax Paid	Personal Property Tax Average	Personal Property Taxes Paid
\$	0.15	\$

- 2j) TOTAL SALES & MEALS TAXES PAID. *Multiply* the total real estate taxes paid (2h) by the sales and meals tax average below:

Real Estate Tax Paid	Sales and Meals Tax Average	Total Sales & Meals Taxes Paid
\$.09	\$

- 2k) TOTAL CONSERVATION EASEMENT TAXES PAID. If the proposal contains a conservation easement, *multiply* the size of the proposed conservation easement by the conservation easement assessment rate.

Proposed Conservation Easement Size	Assessment Rate	Conservation Easement Taxes Paid
	\$2000/acre (prorated)	\$

- 2l) TOTAL HOA TAXES PAID. If the HOA will own any property that will be rented to non- HOA members, *multiply* the expected assessed value of those rentable facilities by the real estate tax rate below.

HOA Property Type	Total Assessed Value	Real Estate Tax Rate	Total HOA Taxes Paid
		.0084	\$

- 2m) TOTAL RESIDENTIAL REVENUES. *Add* all residential taxes paid to the County from (2h) through (2l).

Total Residential Revenues	\$
----------------------------	----

- 2n) RESIDENTIAL FISCAL IMPACT. Subtract total residential revenues (2m) from total residential expenses (2f).

Total Residential	Total Residential Revenues	Total Residential Fiscal Impact
		\$

Fiscal Impact Analysis Worksheet Section 3: Commercial and Industrial Developments

Commercial and Industrial Expenses

- 3a) TOTAL NEW BUSINESSES. How many new businesses are proposed? _____
(Include all businesses that will rent or lease space at the location as part of the proposal, including probable tenants of an office park or strip mall).

- 3b) TOTAL COMMERCIAL EXPENSES. *Multiply* the total business real estate expected assessment value from (3c) below by the Commercial Expenses Rate below.

Total Expected Assessment Value	Commercial Expense Rate	Total Commercial Expenses
\$1	0.0045	\$

Commercial & Industrial Revenues

- 3c) TOTAL REAL ESTATE EXPECTED ASSESSMENT VALUE. *Estimate* the expected real estate assessment value, at buildout, of all proposed commercial element properties below.

Proposed Business Properties (by use and location)	Expected Assessment Value
Total:	\$

- 3d) TOTAL REAL ESTATE TAXES PAID. *Multiply* the total expected market property value from (3c) by the real estate tax rate below.

Expected Market Value	Real Estate Tax Rate	Real Estate Taxes Paid
	.0084	\$

- 3e) TOTAL BUSINESS PERSONAL PROPERTY TAXES PAID. *Multiply* the total business capitalization for each proposed commercial element by the business personal property tax rate below. Then *add* the total personal property taxes paid.

Proposed Business Name	Total Business Capitalization	Personal Property Tax Rate	Total Business Property Taxes Paid
		0.01	
		0.01	
		0.01	
Total:		N/A	\$

- 3f) TOTAL BUSINESS MACHINERY AND TOOLS TAXES PAID. If any manufacturing is proposed, *multiply* the total business capitalization for each proposed manufacturing element by the business machinery and tools tax rate below. Then, *add* the machinery and tools tax paid.

Proposed Business Name	Total Business Capitalization	Machinery and Tools Tax Rate	Total Business Property Taxes Paid
		0.01	
		0.01	
Total:		N/A	\$

- 3g) **TOTAL SALES TAXES PAID.** *Estimate* the applicable total gross retail sales, prepared meals sales, and hotel/motel room sales for proposal's commercial elements below. Then, *multiply* the projected commercial gross sales by the applicable sales tax rates. Then, *add* the total sales taxes paid.

Tax Type	Projected Gross Sales	Sales Tax Rates	Sales Taxes Paid
Retail Sales		0.01 of Gross Retail Sales	
Prepared Meals		0.04 of Prepared Sales	
Hotel, Motel		0.02 of Gross Sales*	
Total:	N/A	N/A	\$

*Actual Occupancy Tax is 5% of Gross Sales; however, 60% of those funds are targeted to tourism.

- 3h) **TOTAL BUSINESS LICENSES FEES PAID.** Estimate each business element's total gross sales. Multiply each business element's projected gross sales by the Annual Business License rate to determine annual business licenses fee paid.

Proposed Business Name(s)	Business Type* (see exhibit sheet)	Projected Total Gross Sales	Business License Rate	Annual Business License Fees Paid
	Professional Services		0.0058	
	Retail Services		0.0020	
	Contractors		0.0016	
	Wholesalers		0.0005	
	Exempt*		No fee due	
	Other Services		0.0036	
	Total	N/A	N/A	\$

- 3i) **TOTAL COMMERCIAL AND INDUSTRIAL REVENUES.** *Add* the total taxes and fees paid by all of the business elements from (3d) through (3h).

Total Commercial and Industrial Revenues	\$
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- 3j) **COMMERCIAL FISCAL IMPACT.** *Subtract* total commercial and industrial revenues (3i) from total commercial and industrial expenses (3b).

Total Commercial	Total Commercial Revenues	Total Commercial Fiscal Impact
		\$

- 3k) **TOTAL PROPOSED FISCAL IMPACT.** *Add* residential fiscal impacts (2n) and commercial fiscal impacts (3j).

Residential Fiscal Impact	Commercial Fiscal Impact	Total Proposed Fiscal Impact
		\$

Fiscal Impact Analysis Worksheet Section 4: Current Land Use

Current Residential Use (If there are no existing residential units, skip to (4g)).

- 4a) TOTAL CURRENT DWELLING UNITS. Please indicate the total number of each type of existing dwelling unit. Then, *add* the total number of existing dwelling units.

Single-Family Detached		Apartment	
Townhome/Condominium/Single-Family Attached		Manufactured Home	
Total Dwelling Units			

Residential Expenses - School Expenses

- 4b) TOTAL CURRENT STUDENTS. *Multiply* the number of existing units from (4a) by its corresponding Student Generation Rate below. Then, *add* the total number of existing students.

Unit Type	Number of Existing Units	Student Generation Rate	Existing Students
Single-Family Detached		0.40	
Townhome/Condo/Attached		0.17	
Apartment		0.31	
Manufactured Home		0.46	
Total		N/A	

- 4c) TOTAL CURRENT SCHOOL EXPENSES. *Multiply* the total number of current students from (4b) by the per-student school cost below.

Number of Existing Students	Per-Student School Cost	Current School Expenses
	\$8096.22	\$

Residential Expenses - Non-School Expenses

- 4d) TOTAL CURRENT POPULATION. *Multiply* the total number of existing units from (4a) by average household size below.

Total Existing Units	Average Household Size	Total Current Population
	2.45	\$

- 4e) TOTAL CURRENT NON-SCHOOL EXPENSES. *Multiply* the current population from (4d) by per-capita non-school expenses below.

Total Current Population	Per-Capita Non-School Expenses	Current Non-School Expenses
	\$640.98	\$

- 4f) TOTAL RESIDENTIAL EXPENSES. *Add* school expenses from (4c) and non-school expenses from (4e).

School Expenses	Non-School Expenses	Residential Expenses
\$	\$	\$

Residential Revenues

- 4g) TOTAL CURRENT ASSESSMENT VALUE. *Search* for each residential property included in the proposal on the Parcel Viewer at <http://property.jccegov.com/parcelviewer/Search.aspx>. *Indicate* each property's total assessment value below. Then, *add* total assessment values.

Property Address and Description	Assessment Value
	\$
	\$
	\$
Total:	\$

- 4h) TOTAL CURRENT REAL ESTATE TAXES PAID. *Multiply* the total assessment value from (4g) by the real estate tax rate below.

Total Assessment Value	Real Estate Tax Rate	Real Estate Taxes Paid
	.0084	\$

- 4i) TOTAL CURRENT PERSONAL PROPERTY TAXES PAID. *Multiply* total real estate taxes paid from (4h) by the personal property tax average below.

Real Estate Tax Paid	Personal Property Tax Average	Personal Property Paid
	0.15	\$

- 4j) TOTAL CURRENT SALES AND MEALS TAXES PAID. *Multiply* the total real estate taxes paid from (4h) by the sales and meals tax average below.

Real Estate Tax Paid	Sales and Meals Tax Average	Average Excise Tax Paid
	.09	\$

- 4k) TOTAL CURRENT RESIDENTIAL REVENUES. *Add* all current residential taxes paid to the County from (4h) through (4j).

Total Current Residential Revenues	\$
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- 4l) CURRENT RESIDENTIAL FISCAL IMPACT. *Subtract* total residential revenues (4k) from total residential expenses (4f).

Total Residential	Total Residential Revenues	Total Residential Fiscal Impact
		\$

- 4m) FINAL RESIDENTIAL FISCAL IMPACT. *Subtract* current residential fiscal impact from (4l) from proposed residential fiscal impact from (2n).

Proposed Residential Impact	Current Residential Impact	Final Residential Fiscal Impact
		\$

Current Commercial Use

Current Commercial Expenses (if there are no current businesses or commercial properties, skip to (5k).

- 5a) TOTAL CURRENT BUSINESSES. How many businesses exist on the proposal properties?
 _____ (Include all businesses that rent or lease space at the location).
- 5b) TOTAL CURRENT COMMERCIAL EXPENSES. *Multiply* the current number of businesses operating on the proposal properties by the per-business expense rate below.

Total Expected Assessment Value	Commercial Expense Rate	Total Commercial Expenses
	0.0045	\$

Current Commercial Revenues

- 5c) TOTAL CURRENT ASSESSMENT VALUE. *Search* for each commercial property included in the proposal on the Parcel Viewer at <http://property.jccegov.com/parcelviewer/Search.aspx>. *Indicate* each property's total assessment value below. Then, *add* total assessment values.

Addresses	Assessment Value	Real Estate Tax Rate	Real Estate Tax Paid
		.0084	
		.0084	
Total:			\$

- 5d) TOTAL CURRENT BUSINESS PERSONAL PROPERTY TAXES PAID. *Multiply* the total business capitalization for each current commercial element by the business personal property tax rate below. Then *add* the total personal property taxes paid.

Current Business	Total Business	Personal Property Tax Rate	Business Property Taxes Paid
		0.01	
		0.01	
		0.01	
Total:		N/A	\$

- 5e) TOTAL CURRENT MACHINERY AND TOOLS TAX PAID. If any manufacturing exists, *multiply* the total capitalization for manufacturing equipment by the business machinery and tools tax rate below.

Current Business	Total Business Capitalization	Personal Property Tax Rate	Machinery and Tools Tax Paid
		0.01	\$

- 5f) TOTAL CURRENT SALES TAXES PAID. *Estimate* the applicable total gross retail sales, prepared meals sales, and hotel/motel sales for existing commercial elements below. Then, *multiply* the projected commercial gross sales by the applicable sales tax rates. Then, *add* the total sales taxes paid.

Activity	Projected Gross Sales	Tax Rate	Sales Taxes Paid
Retail Sales		0.01 of Gross Retail Sales	
Prepared Meals		0.04 of Prepared Sales	
Hotel, Motel		0.02 of Gross Sales*	
Total:	N/A	N/A	\$

*Actual Occupancy Tax is 5% of Gross Sales; however, 60% of those funds are targeted to tourism.

- 5g) TOTAL CURRENT BUSINESS LICENSES FEES PAID. *Estimate* each current business element's total gross sales. Then, *multiply* each business element's projected gross sales by the Annual Business License rate to determine annual business licenses fee paid. Then, *add* the total business license fees paid.

Business Type	Gross Sales	Business License Rate	Annual Business License Fees Paid
Professional Services		\$0.0058	
Retail Sales		\$0.0020	
Contractors		\$0.0016	
Wholesalers		\$0.0005	
Manufacturers		No tax	
Other Services		\$0.0036	
Total:	N/A	N/A	\$

- 5h) TOTAL CURRENT COMMERCIAL REVENUES. *Add* all current commercial revenues paid by existing businesses from (5c) through (5g).

Total Current Commercial Revenues	\$
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- 5i) CURRENT COMMERCIAL FISCAL IMPACT. *Subtract* total commercial revenues (5h) from total residential expenses (5b).

Total Commercial Expenses	Total Commercial Revenues	Total Commercial Fiscal Impact
		\$

- 5j) FINAL COMMERCIAL FISCAL IMPACT. *Subtract* current commercial fiscal impact from (5i) from proposed commercial fiscal impact from (3j).

Proposed Commercial Impact	Current Commercial Impact	Final Commercial Fiscal Impact
		\$

- 5k) FINAL FISCAL IMPACT. *Subtract* the final commercial fiscal impact from (5i) from final residential fiscal impact from (4m).

Final Residential Impact	Final Commercial Impact	Final Fiscal Impact
		\$

Fiscal Impact Worksheet Section 6: Phasing

Residential Phasing

- 6a) *Copy and paste* the residential phasing template from the accompanying Excel sheet to the page below.

Commercial Phasing

- 6b) *Copy and paste* the commercial phasing template from the accompanying Excel sheet to the page below.

Final Phasing Projections

- 6c) *Copy and paste* the final phasing projection from the accompanying Excel sheet to the page below.

Fiscal Impact Worksheet Section 7: Employment

- 7a) *Copy and paste* the employment projections from the accompanying Excel sheet to the page below.

DEFINITIONS AND ASSUMPTIONS

Apartment – A building used, or intended to be used as the residence of three or more families living independently of each other. Tenants have no equity in the dwelling.

Assessment Value – Assessment value is assumed to be within 1% of market value. Market value drives assessment value.

Buildout – All data and assumptions reflect the fiscal impact of the proposal at buildout.

Commercial Expense Rate – The commercial expense rate uses the proportional valuation method (see below) to determine individual business expenses. Under that method businesses are collectively responsible for contributing 15% of the non-school budget (\$10,391,694).

Dividing this portion of the budget by the total commercial real estate in the County (\$2,060,690,000) gives a commercial expense rate of 0.0045. This rate assumes that the costs of providing County services to a business are directly correlated with that business's property assessment. This assumes more valuable properties have generally more intense uses incurring greater County expenses.

Condominium – A building, or group of buildings, in which units are owned individually and the structure, common areas and common facilities are owned by all the owners on a proportional, undivided basis.

Contractor – Any person, firm or corporation accepting or offering to accept orders or contracts for doing any work on or in any building or structure, any paving, curbing or other work on sidewalks, streets, alleys or highways, any excavation of earth, rock or other materials, any construction of sewers and any installation of interior building components.

Direct Impact – The worksheet only calculates direct financial impacts on the County budget. The worksheet is only one of many development management tools and as such, does not make a determination whether any type of development “should” happen based solely on that proposal's fiscal impact. The tool is not designed to measure non-budget impacts, such as increased traffic or non-budget benefits, such as forwarding the goals of the Comprehensive Plan. Costs incurred by other entities, such as other localities or the state, remain uncouned.

Dwelling – Any structure which is designed for use for residential purposes, except hotels, motels, boardinghouses, lodging houses and tourist cabins.

Exempt – Certain types of business activities or products are exempted from annual County business licenses. These include manufacturers, insurance agencies, apartment complexes and gasoline sales.

Fees & Licenses – All fees collected by the County, including business and professional licenses, planning fees, building permit fees, stormwater fees, environmental inspection fees, septic tank fees, dog licenses and motor vehicle licenses, are deducted from the per-capita and per-business budgetary costs of each department that collects them.

Fiscal Impact Analysis – The County has created a set of standardized data and assumptions to streamline both the creation and review of fiscal impact studies. The County had no itemized list of questions for fiscal impact study creators to answer, resulting in portions of fiscal impact studies with no bearing on the County's budgetary bottom line. The guesswork is removed from the creation of these documents. The data used by fiscal impact study authors also came from myriad sources, often within the County, which were difficult to verify. The fiscal impact worksheet allows consistency across multiple fiscal impact studies.

Fiscal Impact Worksheet – The worksheet helps the applicant present relevant data to the County, using data verified by the County. The worksheet provides consistency across all fiscal impact analyses.

Non-School Expenses – Non-school expenses include all FY10 non-school budget spending. Non-school expenses are calculated using the Proportional Variation method. Using the Proportional Variation method, residents and businesses are assumed to be responsible for differing percentages of the County's non-school spending.

Manufacturing – Assembly of components, pieces, or subassemblies, or the process of converting raw, unfinished materials into different products, substances or purposes.

Market Value – Market value is assumed to be within 1% of assessment value. Market value drives assessment value.

Manufactured Home – A manufactured home is a structure not meeting the specifications or requirements or a manufactured home, designed for transportation after fabrication. The only manufactured homes counted in the Student Generation figure are those in designated manufactured home parks. Manufactured homes on individual lots are indistinguishable from single-family detached dwellings for the purposes of the worksheet.

Phasing – All residential developments are assumed to have an absorption rate of 20% per annum. All commercial development are assumed to have an absorption rate of 20% per annum. The date stamp Year 1 in the phasing template represents 365 days after the Board of Supervisors approval.

Professional Services – Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture,

law, dentistry, medicine, optometry, pharmacy or professional engineering. Professional services shall also include the services of an economist procured by the State Corporation Commission.

Proportional Valuation Impact – Proportional valuation impact assumes that a proposed residential or commercial project's fiscal impact is proportional to the percentage of the total tax base that is either residential or commercial.

James City's proportional valuation is calculated using the County's Real Estate Mapping GIS program. The program calculated an aggregate property assessment value of \$13,763,228,800 for the entire County. The program calculated an aggregate commercial and industrial assessment value of \$2,060,690,000. Dividing the commercial value by the total value shows that commercial and industrial properties compose 15% of the total property tax base and are responsible for 15% of County non-school expenses. This results in residential development being responsible for Schools impacts and 85% of non-school County operations. The proportional valuation method does not factor other assorted residential and commercial taxes, fees and licenses into account. As 15% of the tax base, businesses contribute 15% for all County non-school expenses. As 85% of the tax base, residents contribute 85% for all County non-school expenses.

Furthermore, individual business expenses to the County are calculated using the proportional valuation impact method. (See Commercial Expense Rate)

Per-Business Expense Rate – The per-business expense rate assumes that the County incurs non-school expenses equal to 0.04% of the commercial real estate assessment of any given business.

Per Capita Evaluation Method – This worksheet uses the Per Capita Evaluation method to assign per-capita and per-business costs to non-school expenses. This method assumes that current per-capita and per-business expenditures and service levels are consistent with future per-capita and per-business expenditures and service levels.

Per Capita – Per capita calculations divide each department's spending, minus fees and state contributions, by the current County population. This number excludes institutional residents in detention at correctional facilities and mental institutions. Total population is determined from James City County Planning Division figures.

JCC Population 2010	Dwelling Units 2010
66048*	30221**

*US Census 2010 Population Count

**JCC Codes Compliance Division Housing Unit Count + Apartment Count

Per Student – Per student calculations divide County contributions to WJCC Schools, minus state educational contributions, by the total number of K-12 students living in James City and also

attending WJCC Schools. Total students are determined from Williamsburg-James City County Schools 2009-2010 School Year enrollment reports.

Per Business – Per business calculations divide each departments spending, minus fees and state contributions, by the total number of County businesses. Total businesses are determined by the number of business licenses issued.

Total Number of JCC Businesses				5400*
Percentage	of	Property	Tax	15%**
Assessments				*James City County Commissioner of the Revenue

**Commercial impacts are calculated on a proportional variation process

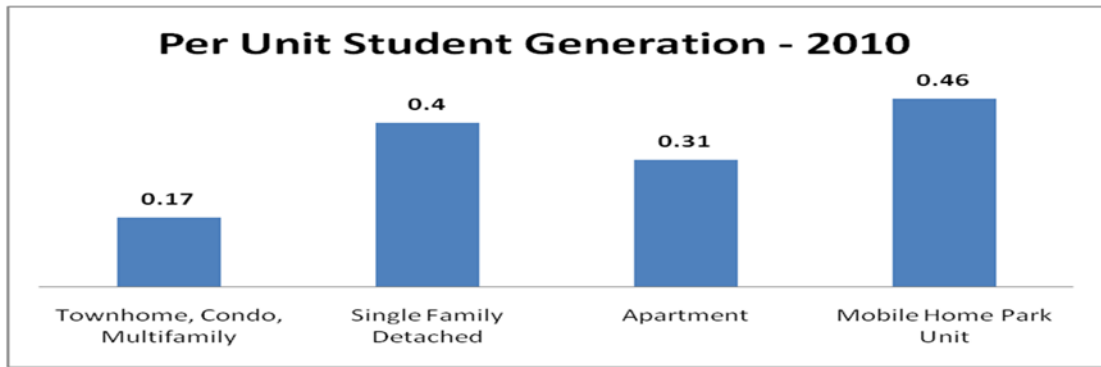
Proffer – Proffers paid for schools can only be applied toward the capital expense portion of per-student school expenses. (See Board of Supervisors' Proffer Policy.)

Retail Services – Display and sale of merchandise at retail or the rendering of personal services, such as food, drugs, clothing, furniture, hardware, appliances, barber and beauty, antiques, and household uses and other uses.

Single-Family Detached Dwelling – A detached structure arranged or designed to be occupied by one family, the structure only having one dwelling unit.

State Contributions – The state contributes both targeted and unspecified funds to the James City County budget. Funds for specific departments were subtracted from the budget totals of those departments. Unspecified state fund amounts were compiled, then evenly subtracted (7.75% of each department total) across all non-school departments.

Student Generation Rate – The student generation rate the number of students produced by an individual dwelling unit per year. Different domestic units produce students at different rates. Using WJCC enrollment figures, an address was found for WJCC students residing in James City County. Using the James City County Real Estate Division's Property Information map on the James City County website, the number of students from each subdivision was determined. Using the Real Estate Division's Real Estate Parcel Count, the number of improved lots in each neighborhood was determined. Total students from each neighborhood were divided by the total number of units from that neighborhood to determine the average number of students per housing unit. The student generation numbers for 256 subdivisions were determined this way, along with the same method for counting students from apartments and manufactured home parks.



Townhome –In a structure containing three or more dwelling units, a dwelling unit for single-family occupancy, not more than three stories in height, attached by one or more vertical party walls extending to the roof sheathing without passageway openings to one or more additional such dwelling units, each of which is served by an individual exterior entrance or entrances.

Fiscal Impact Analysis Worksheet - Current Land Use

This Excel file will assist you in calculating the fiscal impact of current land usage. Please skip irrelevant questions. Use the numbers in this program to fill in the identical section on the worksheet.

Please enter the information requested in the relevant yellow highlighted cells

4a) How many dwelling units exist on-site? What types?

Single Family Detached	0
Townhome/Condominium/Multifamily	0
Apartment	0
Mobile Home Park Unit	0
Total	0

Residential Expenses - School Expenses

4b) How many students exist?

	Student Generation Rate	Students Generated
Single Family Detached	0.4	0
Townhome/Condominium/Multifamily	0.17	0
Apartment	0.31	0
Mobile Home Park Unit	0.46	0
Total		0

4c) What are the current school expenses?

Total Students	0
Per Student School Cost	\$ 8,096.22
Total School Fiscal Impact	\$ -

Residential Expenses - Non-School Expenses

4d) What is the current population?

Total Units	0
-------------	---

Average Household Size	2.45
Total Population Generated	0

4e) What are the current non-school expenses?

Total Population Generated	0
Per-Capita Non School Expenses	640.98
Total Non-School Expenses	\$ -

4f) What are the total current residential expenses?

Total School Expenses	0
Total Non-School Expenses	0
Total Residential Expenses	\$ -

Residential Revenues

4g) What are the current assessed values of residential properties?

Property Address	Assessment Value (Land and Improvements)
310 Walker Drive	\$ 268,700.00
Total Current Assessed Residential Property Value	\$ 268,700.00

4h) What are the current real estate taxes paid?

Total Current Assessed Residential Property Value	\$ 268,700.00
Real Estate Tax Rate	0.0084
Total Real Estate Tax Revenue	\$ 2,257.08

4i) What are the current personal property taxes paid?

Total Real Estate Tax Revenue	\$	2,257.08
Personal Property Tax Revenue (as % of real estate taxes paid)		0.15
Total Personal Property Tax Revenue	\$	338.56

4j) What is the total sales and meals tax revenue?

Total Real Estate Tax Revenue	\$	2,257.08
Sales and Meals Tax Revenue (as % of real estate taxes paid)		0.09
Total Personal Property Tax Revenue	\$	203.14

4k) What is the total residential tax revenue? \$ 2,798.78

4l) What is the current residential fiscal impact? \$ 2,798.78

4m) What is the final residential impact? \$ (209,426.22)

Current Commercial Expenses

5a) How many businesses exist on site? (Include all businesses that rent or lease space)

Total Number of Current Businesses	0
---	---

5b) What are the commercial per-business expenses?

Total Commercial Real Estate Taxes Paid	\$	-
Per-Business Commercial Expense Rate		0.005
Total Commercial Expenses	\$	-

Current Commercial Revenues

5c) What are the current commercial real estate taxes paid for each proposal property?

	Business Properties	Assessment Value
1		

2	
3	
4	
5	
6	

Total Commercial Real Estate Assessment Value
 Real Estate Tax Rate
 Total Commercial Real Estate Taxes Paid

--	--

\$ -
 0.0084
 \$ -

5d) What is the business personal property tax revenue?

	Business Name(s)	Initial Capital Investment
1		\$ -
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6		\$ -

Total Business Personal Property Taxes Paid

\$ -
 \$ -
 \$ -
 \$ -
 \$ -
 \$ -
 \$ -

5e) What is the business tools tax paid on manufacturing equipment (for manufacturers only)?

	Business Name(s)	Initial Capital Investment
1		
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6		\$ -

Total Business Personal Property Taxes Paid

\$ -
 \$ -
 \$ -
 \$ -
 \$ -
 \$ -
 \$ -

5f) What are other current sales-based taxes paid? (if any)

	Business Name(s)	Estimated Retail Sales	Estimated Prepared Meals Sales	Estimated Hotel/Motel/Condo Room Sales		
1		0	\$ -	\$ -	\$	-
2		0	\$ -	\$ -	\$	-
3		\$ -	\$ -	\$ -	\$	-
4		\$ -	\$ -	\$ -	\$	-
5		\$ -	\$ -	\$ -	\$	-
6		\$ -	\$ -	\$ -	\$	-
	Total	\$ -	\$ -	\$ -	\$	-
	Total Business Sales Tax Revenue				\$	-

5g) What are the current annual business license fees paid?

	Current Business Name(s)	Business Type	Estimated Sales	License Fee Rate		
1		Contractors		#N/A	#N/A	
2		Retail Sales	\$ -		\$	-
3		Retail Sales	\$ -		\$	-
4		Retail Sales	\$ -	#N/A	#N/A	
5		Other Services	\$ -	#N/A	#N/A	
6		Manufacturers	\$ -	#N/A	#N/A	
	Total Business License Revenue				#N/A	

5h) What are the total current commercial revenues? #N/A

5i) What is the current commercial fiscal impact? #N/A

5j) What is the final commercial fiscal impact? #N/A

5k) What is the final fiscal impact? #N/A

Please return to the previous worksheet. Click the "Proposed" worksheet tab below.

Williamsburg-James City County Public Schools

The following table illustrates the Division's enrollment history by school from 2007-08 through 2016-17. During that time, two new schools opened and one school was taken offline.

**Williamsburg-James City County Public Schools
Historical Enrollment by School**

School	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Baker Elementary	540	550	551	480	509	500	500	524	536	528
Byrd Elementary	468	471	510	467	461	447	432	429	482	487
Montague Elementary	625	609	581	453	431	423	443	445	438	461
Norge Elementary	602	601	592	517	535	561	572	578	610	591
Whaley Elementary	429	446	456	427	471	472	532	521	512	489
James River Elementary	453	459	466	466	493	550	512	503	492	502
Stonehouse Elementary	738	762	831	676	647	665	720	719	714	727
Matoaka Elementary	589	670	688	715	732	711	745	723	721	730
Blayton Elementary				420	433	449	447	470	474	513
Berkeley Middle	825	804	848	886	936	942	902	908	880	860
Toano Middle	825	839	859	678	705	693	733	756	803	826
Hornsby Middle				890	919	917	911	903	936	942
James Blair Middle	677	640	643							
Lafayette High	1,266	1,099	1,114	1,108	1,077	1,098	1,158	1,160	1,209	1,152
Jamestown High	1,347	1,261	1,232	1,217	1,186	1,211	1,263	1,313	1,308	1,328
Warhill High	753	1,037	1,132	1,149	1,136	1,109	1,128	1,164	1,188	1,295
Total	10,137	10,248	10,503	10,549	10,671	10,748	10,998	11,116	11,303	11,431

Source: Williamsburg-James City County Public Schools, 9/30/16 Count

Williamsburg-James City County Public Schools

HISTORICAL ENROLLMENT

Over the past ten years, student enrollment in the Williamsburg-James City County Public Schools has increased by 1,294 students in grades K–12. Total enrollment for the 2016-17 school year is 11,431, an increase of 128 students (or 1.1%) from the previous school year.

The following table and graphs illustrate the Division's enrollment history from 2007-08 through 2016-17.

Williamsburg-James City County Public Schools
Historical Enrollment

Grade	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
K	689	702	732	682	797	770	778	751	760	813
1	732	712	734	755	747	796	831	809	810	792
2	736	762	750	774	771	786	828	851	832	808
3	802	776	802	778	793	795	804	839	865	860
4	736	829	801	811	795	816	821	824	871	868
5	749	787	856	821	809	815	841	838	841	887
K - 5 Total	4,444	4,568	4,675	4,621	4,712	4,778	4,903	4,912	4,979	5,028
6	717	749	787	862	845	821	853	852	887	879
7	775	748	783	814	880	826	839	860	859	886
8	835	786	780	778	835	905	854	855	873	863
6 - 8 Total	2,327	2,283	2,350	2,454	2,560	2,552	2,546	2,567	2,619	2,628
9	898	956	940	889	850	923	1,021	980	953	1,008
10	887	901	940	904	871	851	908	986	976	965
11	793	785	848	853	833	828	806	875	939	918
12	788	755	750	828	845	816	814	796	837	884
9 - 12 Total	3,366	3,397	3,478	3,474	3,399	3,418	3,549	3,637	3,705	3,775
K - 12 Total	10,137	10,248	10,503	10,549	10,671	10,748	10,998	11,116	11,303	11,431

Source: Williamsburg-James City County Public Schools, 9/30/16 Count

WJCC Public Schools: 2011-2012 Fall Membership (K-12)

Cost Center/School	9-30-2011		Change from		%	K-12		% of Free & Reduced Lunch
	Official	Projected	9-30-2011	2010 to 2011		Capacity	Difference in Capacity vs. Actual	
	1}	Official	Official	Official	Difference	2}	3}	
21-Baker	480	493	509	29	6.04%	550	(41)	29.86%
22-Byrd	467	483	461	(6)	-1.28%	500	(39)	42.52%
23-Montague	453	463	431	(22)	-4.86%	590	(159)	37.82%
24-Norge	517	534	535	18	3.48%	695	(160)	36.07%
25-Whaley	427	441	471	44	10.30%	490	(19)	41.83%
26-James River	466	478	493	27	5.79%	580	(87)	61.66%
27-Stonehouse	676	692	647	(29)	-4.29%	765	(118)	28.59%
28-Matoaka	715	733	732	17	2.38%	760	(28)	19.13%
29-Blayton	420	431	433	13		540	(107)	31.18%
Subtotal: Elementary	4,621	4,748	4,712	91	1.97%	5,470	(758)	35.34%
31-Berkeley	886	920	936	50	5.64%	829	107	46.26%
33-Toano	678	703	705	27	3.98%	790	(85)	25.39%
34-Hornsby	890	925	919	29	3.26%	952	(33)	19.59%
Subtotal: Middle	2,454	2,548	2,560	106	4.32%	2,571	(11)	30.94%
36-Lafayette	1,108	1,090	1,077	(31)	-2.80%	1,314	(237)	28.69%
38-Jamestown	1,217	1,193	1,186	(31)	-2.55%	1,208	(22)	17.54%
39-Warhill	1,149	1,126	1,136	(13)	-1.13%	1,441	(305)	27.64%
Subtotal: High School	3,474	3,409	3,399	(75)	-2.16%	3,963	(564)	24.45%
Division Total	10,549	10,705	10,671	122	1.16%	12,004	(1,333)	30.81%

Grade Level:	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
	682	755	774	778	811	821	862	814	778	889	904	853	828	10,549
	779	711	797	807	804	850	825	893	830	897	870	821	821	10,705
	797	747	771	793	795	809	845	880	835	850	871	833	845	10,671
	115	(8)	(3)	15	(16)	(12)	(17)	66	57	(39)	(33)	(20)	17	122
	16.86%	-1.06%	-0.39%	1.93%	-1.97%	-1.46%	-1.97%	8.11%	7.33%	-4.39%	-3.65%	-2.34%	2.05%	1.16%

1} Source:
DeJong Healy Enrollment Report dated
October 2010

2} Middle school capacity totals were
revised in November 2011 based on
RRMM study.

3} Source: Child Nutrition Services
(excluding Pre-K)

















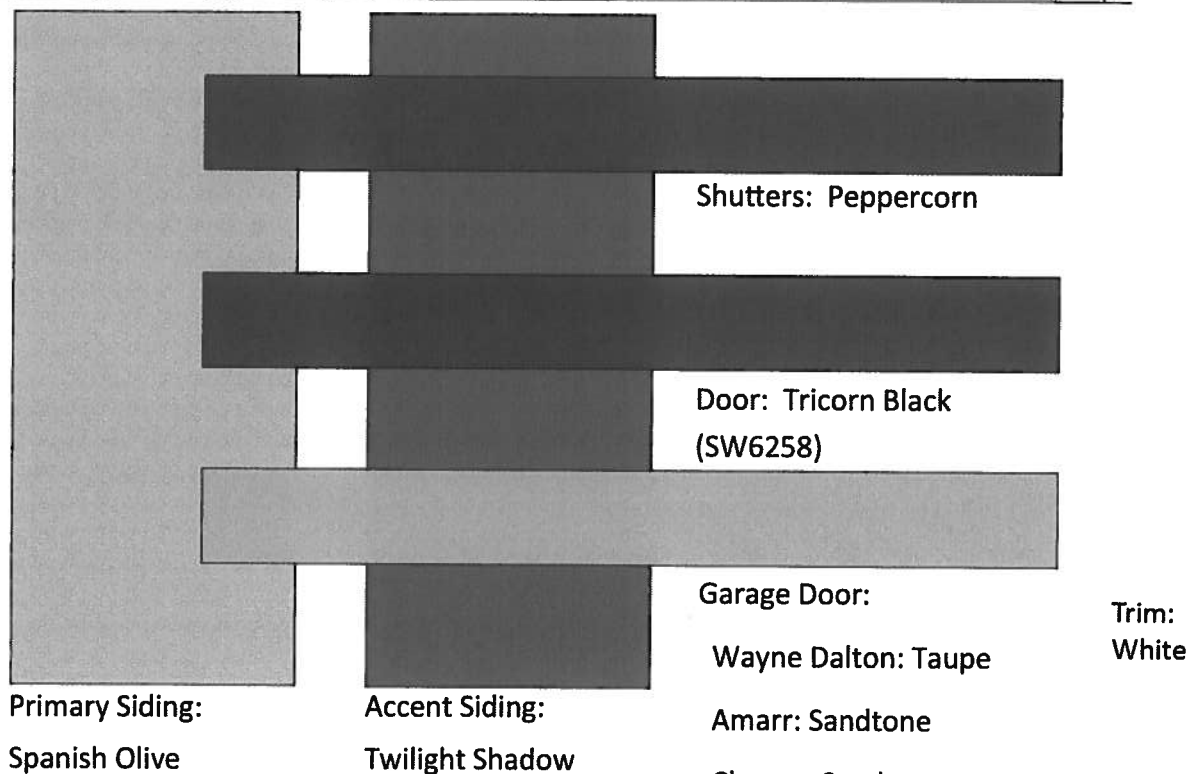
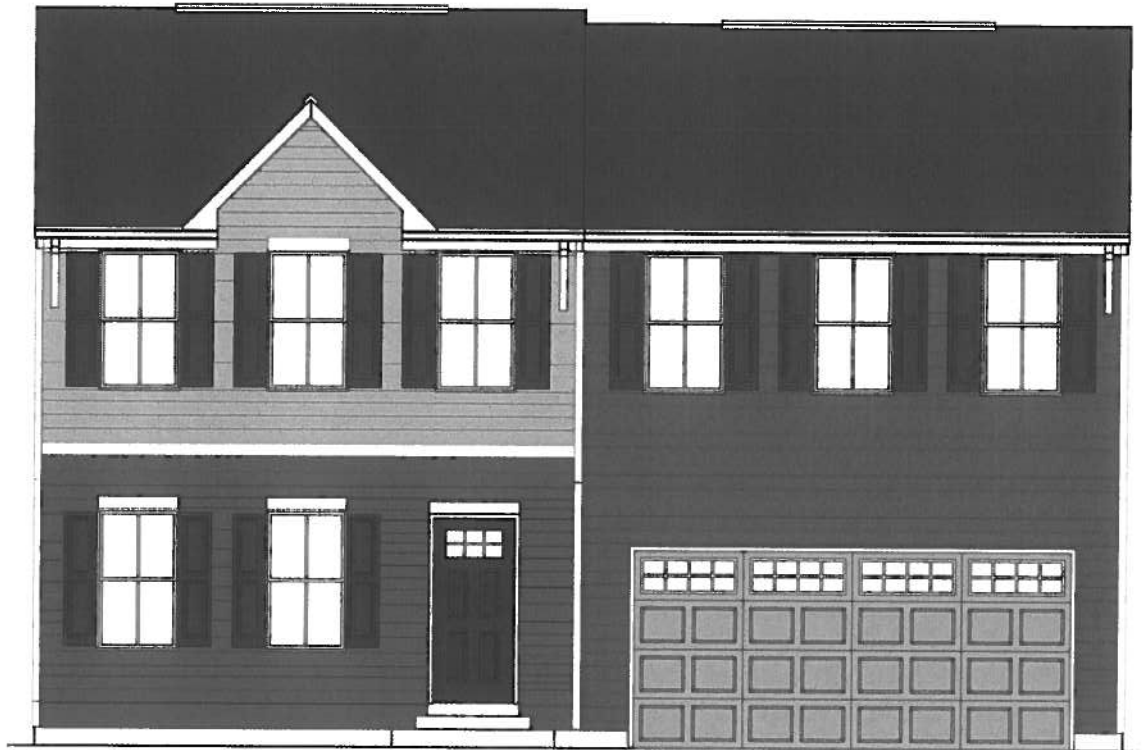
Color Scheme Selection Book



Color Scheme Selections

Color Scheme SUJ

Profile for this scheme: D4.5 DL

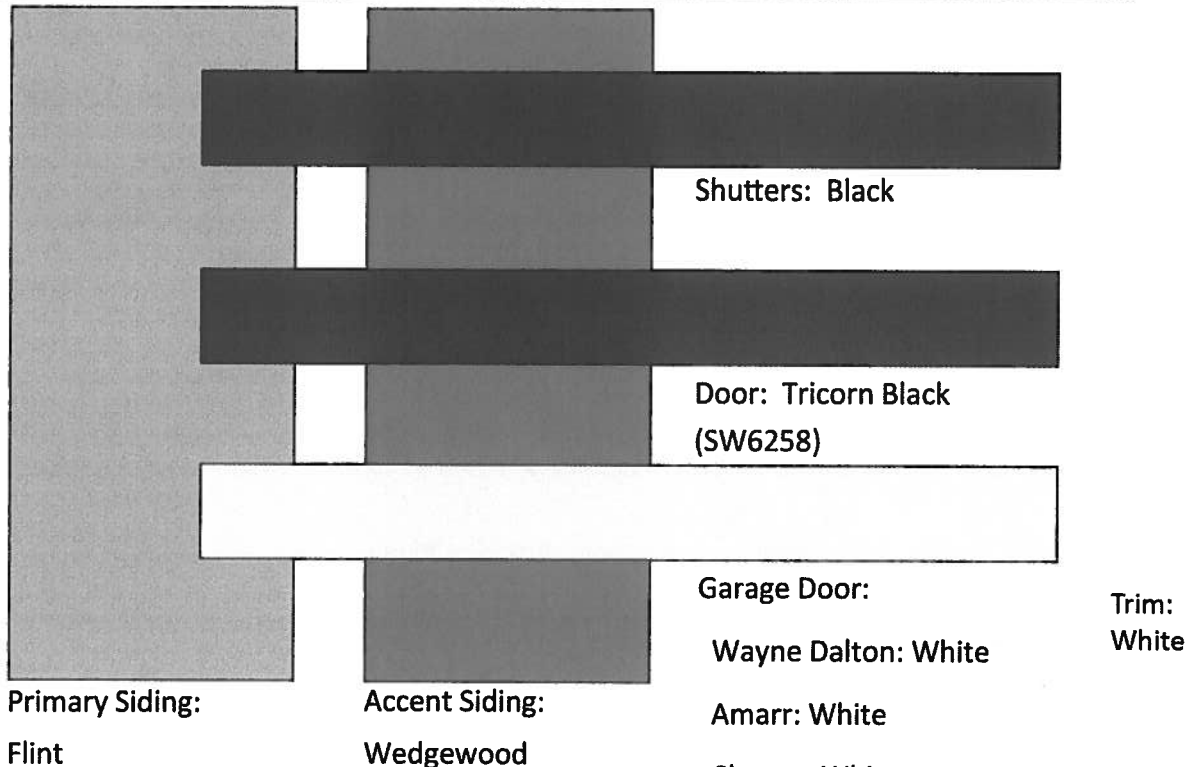
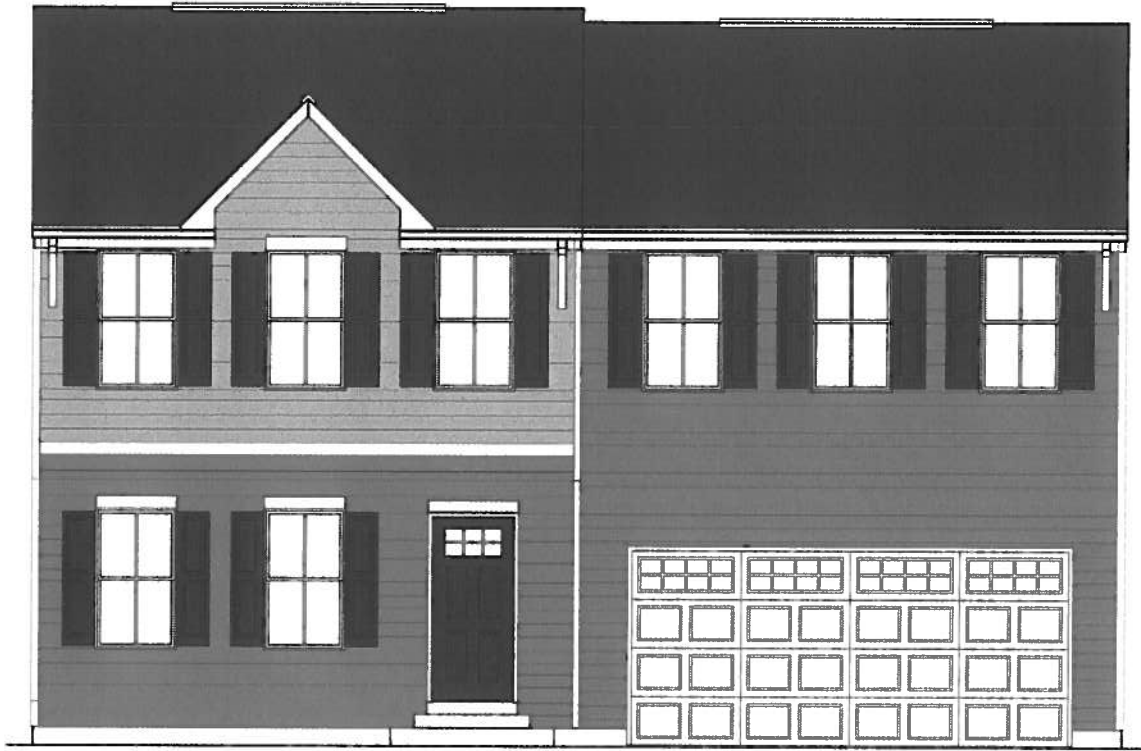


The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

Color Scheme Selections

Color Scheme SUK

Profile for this scheme: D4.5 DL

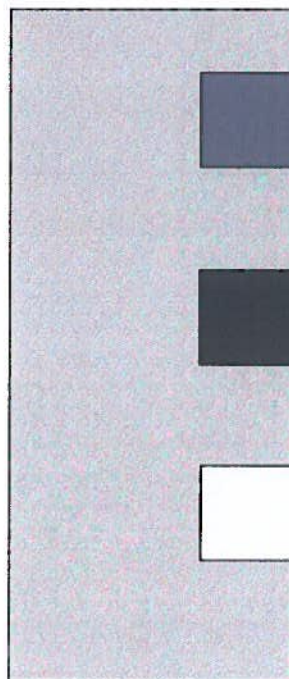


The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

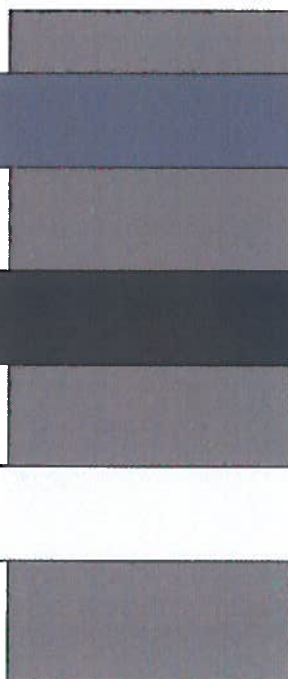
Color Scheme Selections

Color Scheme SUL

Profile for this scheme: D4.5 DL



Primary Siding:
Georgian Gray

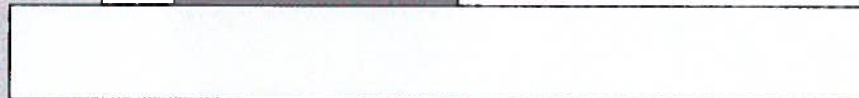


Accent Siding:
Pewter

Shutters: Blue



Door: Tricorn Black
(SW6258)



Garage Door:
Wayne Dalton: White
Amarr: White
Clopay: White

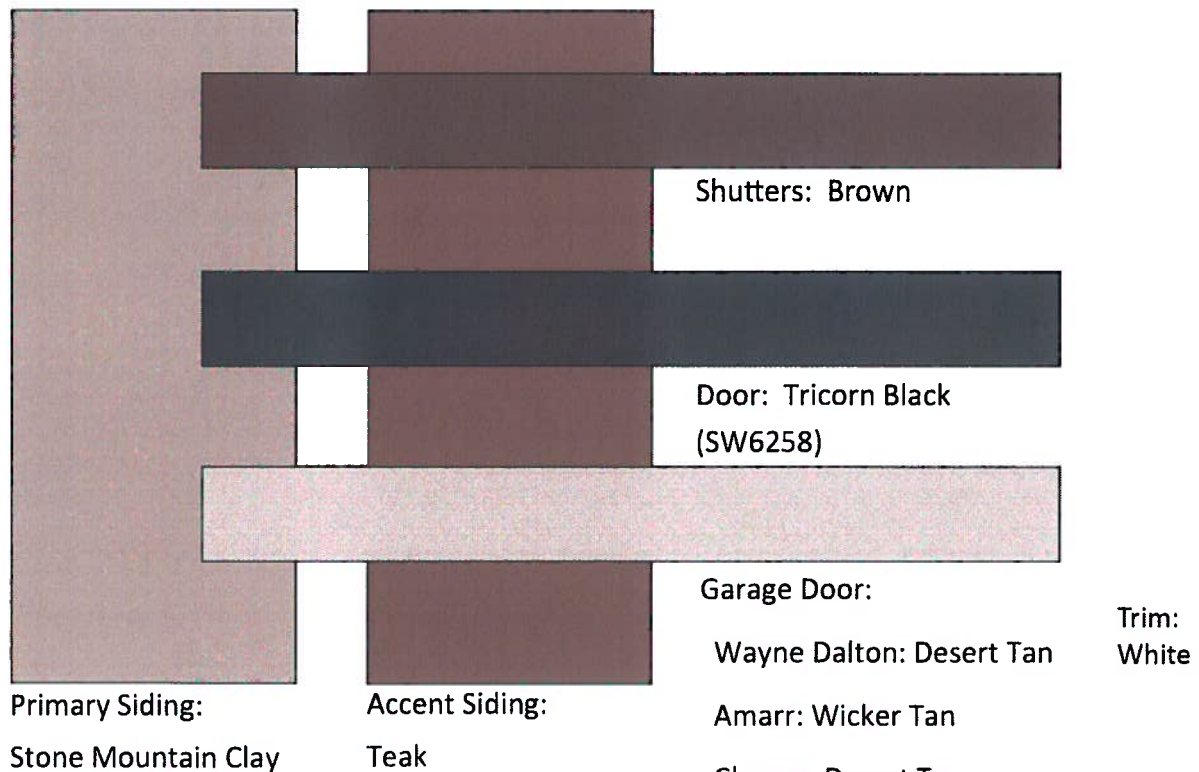
Trim:
White

The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

Color Scheme Selections

Color Scheme SUM

Profile for this scheme: D4.5 DL

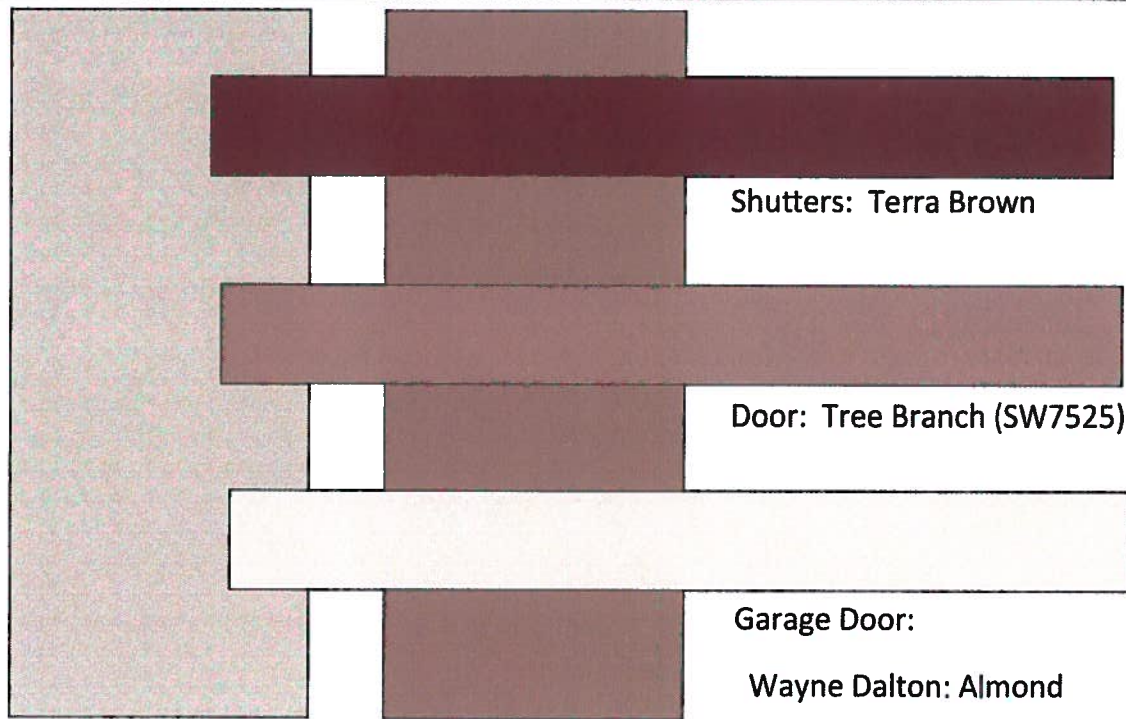


The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

Color Scheme Selections

Color Scheme SUN

Profile for this scheme: D5



Primary Siding:
Sandy Tan

Accent Siding:
Briarwood

Shutters: Terra Brown

Door: Tree Branch (SW7525)

Garage Door:

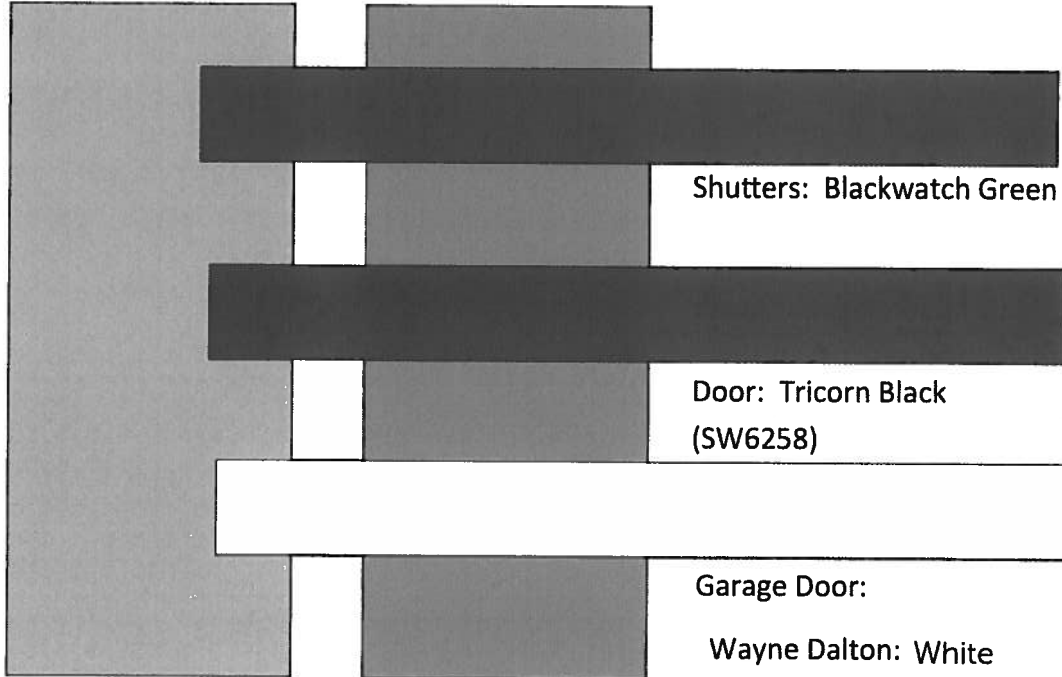
Wayne Dalton: Almond

Amarr: Almond

Clopay: Almond

Trim:
White

The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.



Trim:
White

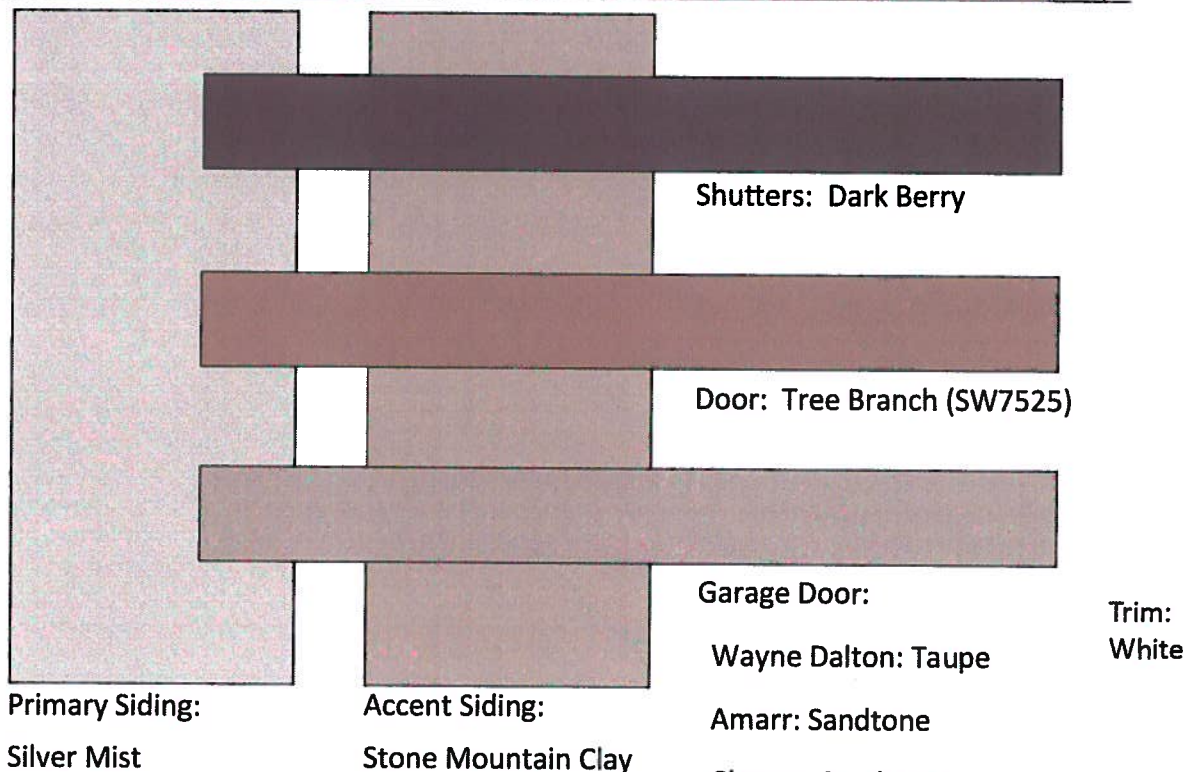
Accent Siding:
Sagebrook

The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

Color Scheme Selections

Color Scheme SUP

Profile for this scheme: D5

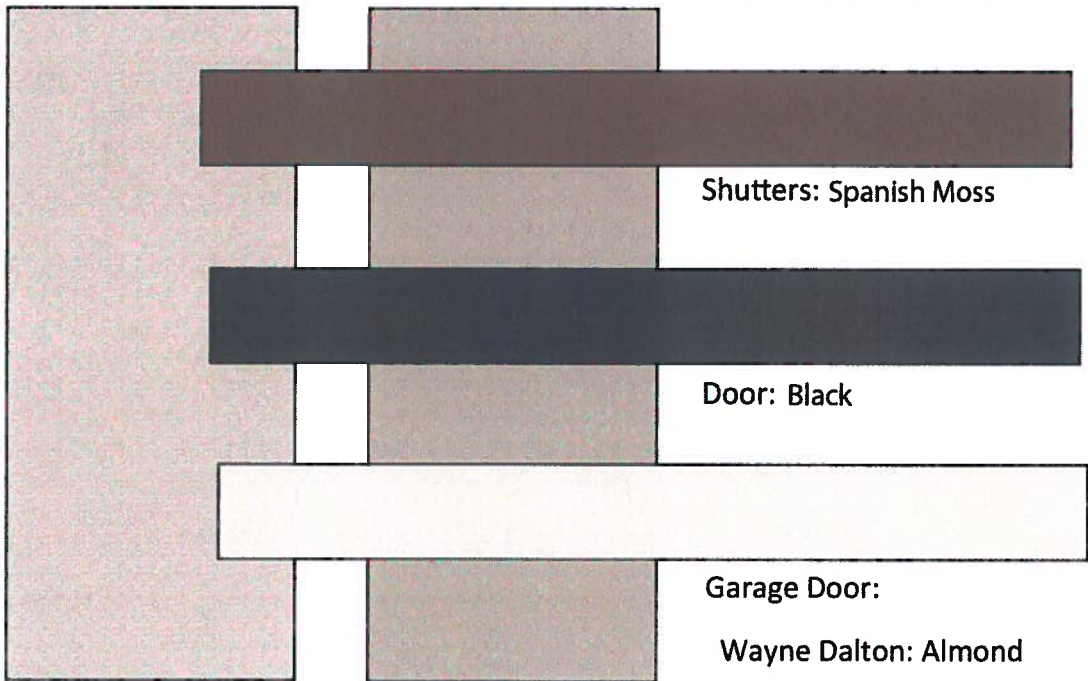


The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

Color Scheme Selections

Color Scheme SUR

Profile for this scheme: D5



Primary Siding:
Natural Almond

Accent Siding:
Spanish Olive

Shutters: Spanish Moss

Door: Black

Garage Door:

Wayne Dalton: Almond

Amarr: Almond

Clopay: Almond

Trim:
White

The colors displayed here are as close to the actual colors as possible. However, they are still only approximations. Before making your final selection, use the accompanying material samples for accurate color depictions. Standard roof colors as determined by region.

Existing and Proposed Recreation Facilities

Forest Glen Playground, 204 Forest Glen Drive



APPENDIX F – DEVELOPMENT GUIDELINES

James City County Recreational Facility Development Guidelines

Introduction

Mini parks/neighborhood parks and recreational amenities provide opportunities for physical activity, improved health, improved community interactions, and personal enjoyment to residents. Neighborhoods are residential subdivisions with or without other associated land uses in the subdivision. The number of housing units and their type are used to evaluate how these guidelines apply and standards are based on the 2009 Parks and Recreation Master Plan or other appropriate and professionally recognized guidelines or standards. The requirements for parks will be reviewed and applied for all phases of a development together or to the total of contiguous parcels subdivided by the same developer. These guidelines are divided into three sections: I. recommended facilities, II. recommended development guidelines, and III. design specifications. All three sections should be referenced in development of any master plan.

I. Recommended Facilities

Recreational programming for neighborhood recreation area shall include facilities in each of the following major categories:

- Playground with 5 activities minimum or, in age-restricted communities, an age-appropriate alternative facility (for example: lawn bowling, community gardening, bocce area, picnic shelters and grills, horseshoe pit, or wildlife observation platform)
- Sport court or competitive pool
- Graded athletic field
- Paved multiuse trails located either within the recreation area or providing connections from residences to recreation areas or adjacent trails and developments

The Director of Planning or his designee can modify pool design standards if necessary, provided that the overall design gives equivalent benefit to the desired population as a 25 meter competitive pool. See Exhibit 1 at the end of this document for an example arrangement to meet these Guidelines.

Other types of activities may be included in addition to but not in lieu of the above listed major category activities, unless otherwise approved by the Board of Supervisors. Upon application for an exception, and after receiving a report from the Director of Planning and the Director of Parks & Recreation, the Board of Supervisors may approve alternate facilities upon finding that proposed facilities are appropriate for the anticipated resident population. Activities selected for a neighborhood park should be appropriate to the anticipated resident population with age appropriate activity programming for the space. For more information, see design specifications in section III of this document.

II. Recommended Development Guidelines

A. Recommended Guidelines for Single Family Detached Developments (2.58 persons/unit)⁷⁸

Single family detached units average 2.58 persons per unit and therefore 388 units would house approximately 1000 persons.

Park land

Pocket Parks / Neighborhood Parks = 1.5 acres/1000 population. Pocket Parks / Neighborhood Parks are required for all developments.

Analysis: 1.5 acres/1000 pop. = 1.5 acres/388 units = 0.0039 acres per unit

Recommended Guidelines:	1-77 units	1 park (minimum 0.3 acres)
	78 or more units	0.0039 acres/unit

Biking/Jogging Trails

Analysis: Hard surface multiuse 0.4 miles/1000 pop. = 0.4 miles/388 units = 0.001 miles/unit
Soft surface gravel 0.4 miles/1000 pop. = 0.4 miles/388 units = 0.001 miles/unit
0.001 miles/unit x 5280 FT/mile = 5.28 LF/unit

Playgrounds

Analysis: 1 playground/2500 pop. = 1 playground/969 units = 0.001 playground/unit

Recommended Guidelines:	1-969 units	1 playground OR alternative age-appropriate activity
	970-1938 units	2 playgrounds
	1939 or more units	3 playgrounds

Courts or Pool

Analysis: Basketball 1 court/2500 pop. = 0.40 court/1000 = 1 court/969 units = 0.001 court/unit
Tennis 1 court/5000 pop. = 0.20 court/1000 = 1 court/1938 units = 0.0005 court/unit

Recommended Guidelines:	Basketball- 1-969 units	1 basketball court
	970-1938 units	2 basketball courts
	1939 or more units	3 basketball courts
	Tennis- 1-1938 units	1 tennis court
	1939 or more units	2 tennis courts

⁷⁸ Methodology for determination of average household size located in Appendix

Fields, Multiuse rectangular/soccer

Analysis: $1 \text{ field}/4000 = 0.25 \text{ field}/1000 = 1 \text{ field}/1550 \text{ units} = 0.00065 \text{ fields/unit}$

Recommended Guidelines:	1-1550 units	1 field
	1551 or more units	2 fields

B. Recommended Guidelines for Single Family Attached and Multifamily Developments (1.52 persons/unit)⁷⁹

Townhouse and multi-family units average 1.52 persons per unit and therefore 658 units would house approximately 1000 persons.

Park land

Pocket Parks / Neighborhood Parks = 1.5 acres/1000 population. Pocket Parks / Neighborhood Parks are required for all developments. Due to the higher density of townhouses and multi-family developments there is a greater need for pocket parks / neighborhood parks as shared open space.

Analysis: $1.5 \text{ acres}/1000 \text{ pop.} = 1.5 \text{ acres}/658 \text{ units} = 0.0023 \text{ acres per unit}$

Recommended Guidelines:	1-130 units	1 park (minimum 0.3 acres)
	131 or more units	0.0023 acres/unit

Biking/Jogging Trails

Analysis: Hard surface multiuse $0.4 \text{ miles}/1000 \text{ pop.} = 0.4 \text{ miles}/658 \text{ units} = 0.00061 \text{ miles/unit}$
Soft surface gravel $0.4 \text{ miles}/1000 \text{ pop.} = 0.4 \text{ miles}/658 \text{ units} = 0.00061 \text{ miles/unit}$
 $0.00061 \text{ miles/unit} \times 5280 \text{ FT/mile} = 3.21 \text{ LF/unit}$

Playgrounds

Analysis: $1 \text{ playground}/2500 \text{ pop.} = 1 \text{ playground}/1645 \text{ units} = 0.00061 \text{ playground/unit}$

Recommended Guidelines:	1-1645 units	1 playground OR alternative age-appropriate activity
	1646-3290 units	2 playgrounds
	3291 or more units	3 playgrounds

⁷⁹ Methodology for determination of average household size located in Appendix

Courts or Pool

Analysis: Basketball 1 court/2500 pop. = 0.40 court/1000 = 1 court/1645 units = 0.00061 court/unit
Tennis 1 court/5000 pop. = 0.20 court/1000 = 1 court/3290 units = 0.00030 court/unit

Recommended Guidelines: Basketball-1-1645 units	1 basketball court
1646-3290 units	2 basketball courts
3291 or more units	3 basketball courts
Tennis- 1-3290 units	1 tennis court
3291 or more units	2 tennis courts

Multi-use Fields (rectangular/soccer)

Analysis: 1 field/4000 = 0.25 field/1000 = 1 field/2632 units = 0.00038 fields/unit

Recommended Guidelines:	1-2632 units	1 field
	2633 or more units	2 fields

III. Design Specifications

In general, facilities should be built according to James City County standards as set forth in the 2002 JCC Greenways Master Plan, or other appropriate and professionally recognized standards or guidelines for technical information on size, details, and orientation, and in compliance with all applicable local, state, and national codes and regulations.

Mini Park / Neighborhood Park

Minimum mini park / neighborhood park size is 13,068 SF or 0.3 acres of relatively level, non-flood plain land outside the RPA, minimum 70% groomed space and the balance may be in existing natural tree cover. Goals for retaining existing trees are to reduce wind speeds in recreational space, provide shade and shelter for visitors and especially parents supervising children, reduce local air temperature, provide space for unprogrammed play, and improve environmental stewardship. The land should be centrally located within the neighborhood or development with no less than 0.25 acres in a single contiguous piece of land not less than 60 feet in width. In larger developments, dispersion of neighborhood park areas and amenities should be considered to ensure adequate access to all residents. Neighborhood parks should be within a half mile of the residents they are intended to serve.

Groomed space is to have the majority of the ground cover in grass cover appropriate to this region and may include trees, shrubs, or perennial planting beds with mulch cover. Neighborhood parks are to be maintained and owned by the developer or by the Homeowner's Association and should be open to all residents of the development or to the public. The area included as recreational space may not include streets, medians or parking islands, landscape buffers (exception may be granted by the Director of Planning or his designee for location of trails only), or built improvements such as pools or pool houses.

Water Access

Blueways are an important recreational goal for James City County. Whenever a development site or parcel has frontage on a river or creek capable of floating a canoe or larger craft year round, then the recreational space offered should provide community access to that water with parking where practical as determined by the Director of the Environmental Division.

Playgrounds

Playgrounds should include a minimum of 2,500 SF including the fall zone and safety space as required by all applicable local, state, and national regulations and codes. Possible activities include swings, slides, climbing nets, climbers (rock, balance step, etc.), overhead events (monkey bars, rings, zip, etc.), suspension bridges, ramps, and others. Activities to be age appropriate for the neighborhood population.

Sport Courts and Pools

Sport courts should be tennis, basketball, or paved multi-purpose courts with court markings painted in compliance with the Virginia High School League dimensions or other appropriate and professionally recognized standards or guidelines as well as the goals or other court equipment necessary for play. Pools should be a minimum length of 25 meters, or an alternative design appropriate for the neighborhood population as approved by the Director of Planning or his designee.

Multi-Use Fields

Multi-use fields with dimensions compatible with middle school soccer should be grass, and they would include a backstop for softball/baseball use, goals for soccer, lacrosse to facilitate use by the widest range of sport players. Refer to Virginia High School League design standards for technical information on size, details, equipment such as goals, and orientation. Fields are to be maintained by the developer or HOA in safe playable condition with grass cover for safe play and for resistance to erosion. Any fencing, goals, or other equipment shall also be kept in safe playable condition.

Trails

Trails will be considered to meet the recommended guidelines where:

- 1) The trail is a planned route or provides connections with a planned route in the 2002 JCC Greenway Master Plan, or
- 2) Connectivity to existing trails, sidewalk systems, or adjacent neighborhoods is made with a length of new hard surface trail or internally looped hard-surface trail not less than 0.3 miles which is located outside of sensitive environmental areas, as determined by the Director of Engineering & Resource Protection.

Greenway Master Plan Trails:

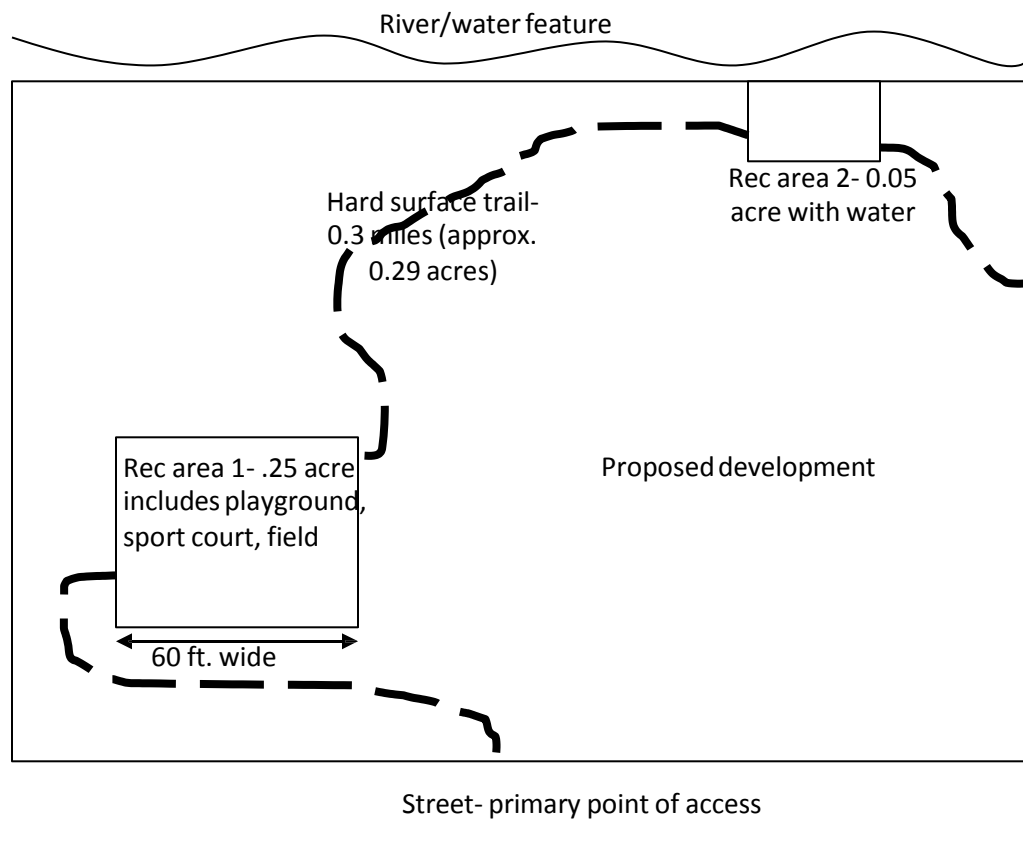
Provision of trails that complete or connect to trails included in the Greenway Master Plan shall be the priority. Primary trails with the potential to connect to schools and/or parks in the 2002 JCC Greenway Master Plan are to be 10 feet wide and paved. Easements for trails should be a minimum of 20 feet wide to allow for designing alignments with minimal environmental impacts, optimal slopes for accessibility, and vegetated shoulders. Trails should be located outside the RPA and RPA buffers wherever possible or use perpendicular crossings when necessary. Any trails within the RPA should have a minimum 20 foot easement outside delineated wetlands, wherever possible, to allow for the

greater environmental restrictions in the design and final alignment is subject to approval by the Director of Engineering & Resource Protection. Refer to 2002 Greenway Master Plan for surface standards consistent with the level of traffic and modes of travel. Trail easements shall be clearly labeled on plans stating width and indicated with dashed lines at the limits of easement. Trail easements are to be dedicated and recorded to James City County.

Private Trails:

Biking or multi-use trails within a development are to be asphalt (preferred) or concrete of a minimum of 8 feet width or wider. Mulch trails are not acceptable due to short maintenance life cycle and erosion risk. Trails that are internal to a neighborhood or subdivision are to be maintained by the developer or HOA. Trails to be constructed shall be clearly labeled on the master plan and development plans with a cross section of the construction specifications (including surface material) and indicated with solid lines at edges. Trails should be located outside the RPA and RPA buffers wherever possible or use perpendicular crossings when necessary. Final alignment and design is subject to the approval of the Director of Engineering & Resource Protection.

Exhibit 1: Example arrangement to meet Guidelines



Appendix: Methodology for determining household size for the purposes of the James City County Recreational Facility Development Guidelines⁸⁰

1. Determining the number of certain types of housing units:

H30. UNITS IN STRUCTURE [11] - Universe: Housing units
Data Set: Census 2000 Summary File 3 (SF 3) - Sample Data

NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, definitions, and count corrections see <http://factfinder.census.gov/home/en/datanotes/expsf3.htm>.

	James City County, Virginia
Total:	20,772
1, detached	13,899
1, attached	2,536
2	238
3 or 4	520
5 to 9	784
10 to 19	694
20 to 49	166
50 or more	512
Mobile home	1,413
Boat, RV, van, etc.	10

U.S. Census Bureau
Census 2000

- **15,322 single family detached housing units** (includes 1, detached, mobile home, and boat, RV, van, etc... categories⁸¹)
- **5,450 single family attached/multifamily units.**

2. Determining the number of people in each type of housing unit:

H33. TOTAL POPULATION IN OCCUPIED HOUSING UNITS BY TENURE BY UNITS IN STRUCTURE [23] - Universe: Population in occupied housing units
Data Set: Census 2000 Summary File 3 (SF 3) - Sample Data

NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, definitions, and count corrections see <http://factfinder.census.gov/home/en/datanotes/expsf3.htm>.

	James City County, Virginia
Total population in occupied housing units:	46,857
Owner occupied:	38,201
1, detached	32,899
1, attached	2,384
2	100
3 or 4	111

⁸⁰ All data taken from the 2000 Decennial Census, American FactFinder, Summary File 3 (SF 3)- Sample Data
http://factfinder.census.gov/home/saff/main.html?_lang=en

⁸¹ Unit types were assigned to categories based on James City County Real Estate Assessment classifications.

	James City County, Virginia
5 to 9	87
10 to 19	107
20 to 49	16
50 or more	37
Mobile home	2,460
Boat, RV, van, etc.	0
Renter occupied:	8,656
1, detached	2,637
1, attached	1,020
2	300
3 or 4	752
5 to 9	1,240
10 to 19	1,236
20 to 49	303
50 or more	590
Mobile home	543
Boat, RV, van, etc.	35

U.S. Census Bureau
Census 2000

Total population in housing units...

- Single family detached (includes 1, detached, mobile home, and boat, RV, van, etc categories): 35,359 owners in SFD + 3,215 renters in SFD = **38,574 people**
- Single family attached/multi-family (includes all other categories): 2,842 owners in SFA/MF + 5,441 renters in SFA/MF = **8,283 people**

3. Adjusting the numbers based on revision of overall population data provided in the 2000 Census...

- James City County challenged the overall population figure provided by the Census and had it changed from 46,857 to 48,102 people, but the breakdowns of the data do not reflect the change.
- Based on percentages, 76.28% of County residents live in single family detached homes, so:

48,102 (revised Census population) – 46,857 (original Census population) = 1,245 people

1,245 x 0.7628 = 949.68 (so 950 additional residents live in single family detached for a total of **39,524 people**)

1,245 – 950 = 295 additional residents live in single family attached/multi-family for a total of **8,578 people**

Average SFD household size = 39,524 (# people in SFD) / 15,322 (# SFD) = **2.58** people/unit

Average SFA/MF household size = 8,283 (# people in SFA/MF) / 5,450 (# SFA/MF) = **1.52** people/unit



5248 Olde Towne Road, Suite 1
Williamsburg, Virginia 23188
Phone (757) 253-0040
Fax (757) 220-8994
aesva.com

April 14, 2017

Mr. Paul Holt
Planning Director
James City County
101-A Mounts Bay Road
P.O. Box 8784
Williamsburg, Virginia 23187

PLANNING DIVISION

**RE: Forest Glen Section 5
Parks and Recreation Exception Request
County Plan SUP-0026-2016
AES Project Number: W06195-02**

APR 17 2017

RECEIVED

Dear Mr. Holt:

AES Consulting Engineers on behalf of Forest Glen Associates, LLC is requesting an exception to the James City County Recreational Facility Development Guidelines for the subject project. Pursuant to the recent adoption of the Master Plan for Parks and Recreation (April 11, 2017), an exception is allowed by the Board of Supervisors through recommendations from the Director of Planning and the Director of Parks and Recreation.

Our SUP proposal shall meet the guideline standards as listed for the park area, bike/jogging trail and playground area; however, the areas of exception are the location of the facilities along with the hard court surface and the field.

Our proposal shall enhance the existing recreation lot, which is not on our proposed developed site, but is located approximately 300 feet away and is already operated and maintained by the county. It is also centrally located to the entire Forest Glen development. Discussions with planning staff, DRC and the Director of Parks and Recreation have been favorable to this as a better location as opposed to adding a second facility nearby.

The hard court surface requirement is an issue of bad memories for the development as they previously had a basketball court that became a hangout for drinking, smoking and partying that created a disturbance to the neighbors. This also led to additional cleanup efforts by the county. Consequently, the court was removed to appease the citizens in the neighborhood as well as the county.

The field requirement appears to be more a question of timing. Our new development will occupy the last available area and accounts for a rather small percentage of the entire neighborhood that has been around for many years. The opportunity for large use would have been years ago. This requirement would also place an unfair burden on a community designed for affordable/workforce housing and this would become another maintenance nightmare for the HOA.

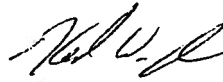
Mr. Paul Holt
April 14, 2017

AES Project Number: W06195-02
Page 2 of 2

We appreciate the time spent by the various review agencies in the review and guidance for this project. If anyone has any questions in reference to this project please do not hesitate to call me at my office at 757-253-0040.

Sincerely,

AES Consulting Engineers



Howard W. Price
Principal
howard.price@aesva.com

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Elizabeth Parman, Assistant County Attorney

SUBJECT: Hampton Marine Services Lease

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution
▣	Lease	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	5/30/2017 - 10:15 AM
Publication Management	Trautman, Gayle	Approved	5/30/2017 - 10:21 AM
Legal Review	Kinsman, Adam	Approved	5/30/2017 - 3:44 PM
Board Secretary	Fellows, Teresa	Approved	6/1/2017 - 2:30 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 1:09 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 1:38 PM

MEMORANDUM

DATE: June 13, 2017

TO: The Board of Supervisors

FROM: Elizabeth Parman, Assistant County Attorney

SUBJECT: Lease of Real Property - 2054 Jamestown Road Lease Agreement with Hampton Marine Services Corporation

James City County (the “County”) currently owns a certain parcel of land located in the County of James City at 2054 Jamestown Road and further identified as James City County Real Estate Tax Parcel No. 4640100012 and commonly known as the James City County Marina or the Jamestown Yacht Basin (the “Property”).

The County currently leases a part of the Property to Hampton Marine Services Corporation (the “Tenant”) for the operation of boat repair business for the convenience of Marina patrons. The current lease is on a month-to-month basis. Attached is a proposed lease agreement that will initiate a five-year lease for the part of the property currently used by the Tenant under the month-to-month lease. Important aspects of the lease agreement are outlined below:

Rent: If adopted, the Tenant will pay the County three hundred fifty dollars (\$350.00) per month. Each year, the rent payment will increase by three percent (3%). Over the course of the lease the County will collect \$22,298.37 in rent payments.

Termination: The County may terminate the Lease effective immediately upon an affirmative vote by the County’s Board of Supervisors to terminate the Lease. This termination will require the Tenant to vacate within ten (10) days. The County or the Tenant may terminate the Lease for any reason upon providing thirty (30) days’ written notice to the other party. This termination will require the Tenant to vacate within 30 days.

EP/nb
HmptnMarineSrvs-mem

Attachments

RESOLUTION

LEASE OF REAL PROPERTY - 2054 JAMESTOWN ROAD

LEASE AGREEMENT WITH HAMPTON MARINE SERVICES CORPORATION

WHEREAS, James City County currently owns a certain parcel of land located in the County of James City at 2054 Jamestown Road and further identified as James City County Real Estate Tax Parcel No. 4640100012 and commonly known as the James City County Marina or the Jamestown Yacht Basin (the "Property"); and

WHEREAS, the Hampton Marine Services Corporation owns and operates a business to repair boats and similar machinery; and

WHEREAS, the Hampton Marine Services Corporation wishes to lease a portion of the Property for the operation of its business; and

WHEREAS, the County agrees to lease a portion of the Property to the Hampton Marine Services Corporation to allow for operation of a boat repair business at the Property for the convenience of Marina patrons; and

WHEREAS, the Board of Supervisors, following a public hearing, is of the opinion that the County should lease a portion of the Property to Hampton Marine Services Corporation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize and direct the County Administrator to execute those documents necessary for the lease of the Property to Hampton Marine Services Corporation.

Kevin D. Onizuk
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of June, 2017.

HmptnMarineSrvs-res

JAMESTOWN YACHT BASIN

LEASE AGREEMENT

THIS LEASE AGREEMENT, entered into this _____ day of _____, 2017, by and between the County of James City, Virginia, a political subdivision of the Commonwealth of Virginia (the “County”), and Hampton Marine Services Corporation (the “Tenant”).

WITNESSETH:

WHEREAS, the County owns the property located at 2054 Jamestown Road, James City County, Virginia (the “Property” or the “Marina”); and

WHEREAS, the Tenant owns and operates a business to repair boats and similar machinery; and

WHEREAS, the Tenant wishes to lease a portion of the Property for the operation of its business; and

WHEREAS, the County agrees to lease a portion of the Property to the Tenant to allow for operation of a boat repair business at the Property for the convenience of Marina patrons.

NOW, THEREFORE, in consideration of the rent to be paid by the Tenant to the County, the mutual covenants set forth herein, and other good and valuable consideration, the parties agree as follows:

- 1) The Tenant shall have exclusive use of the area marked in red and designated as “Exclusive Lease Area” on Exhibit A, which is attached and incorporated into this agreement; and non-exclusive use of the area marked in green and designated as “Shared Lease Area” on Exhibit A (together, the “Leased Area”).
- 2) The Tenant shall pay three hundred fifty dollars (\$350.00) per month (“Rent”) for use of the Leased Area. The Rent shall be due and owing on the first day of each month. Rent shall be paid to James City County Parks and Recreation, 5320 Palmer Lane, Suite 2A Williamsburg, VA 23188. There shall be a fifty dollar (\$50.00) late fee if Rent is not received by the tenth day of any month, which fee shall be collectable as additional rent.

- 3) The term of the Lease shall be five (5) years. Each year, the Rent payment shall be increased by three percent (3%) according to the schedule below:

Year	Percent Increase	Annual Rent	Monthly Rent
1 (2017-18)	0%	\$4,200.00	\$350.00
2 (2018-19)	3%	\$4,326.00	\$360.50
3 (2019-20)	3%	\$4,455.78	\$371.32
4 (2020-21)	3%	\$4,589.45	\$382.45
5 (2021-22)	3%	\$4,727.14	\$393.93

- 4) The Tenant shall pay for all maintenance, housekeeping, and custodial services for the Leased Area.

- 5) The Landlord shall pay for all utilities for the Leased Area.

6) Use of Leased Area

- a. The Tenant is authorized to use the Leased Area to make repairs to boats and other marine craft. As part of this agreement, the Tenant is authorized to use the County's boat lift located at the Marina.
- b. The Tenant is authorized to use the "Exclusive Lease Area" as shown on Exhibit A to operate its business, store boats, and park vehicles. The Tenant is authorized to grant access to the "Exclusive Lease Area" to its guests and customers.
- c. The Tenant is authorized to use the "Shared Lease Area" as shown on Exhibit A to access the "Exclusive Lease Area." No business operations, including but not limited to repairs, advertising, parking, and storage, are allowed to take place in the Shared Lease Area.
- d. The Tenant shall not cause or permit any Hazardous Substance to be used, stored, generated or disposed of on or in the Marina by the Tenant, the Tenant's agents, employees, contractors or invitees without the prior express written consent of the County. "Hazardous Substance" means any substance that is toxic, ignitable, reactive or corrosive and that is or becomes regulated by any local government, the Commonwealth of Virginia or the United States Government. "Hazardous Substance" also includes any and all materials or substances that are defined as "hazardous waste," "extremely hazardous waste," or a "hazardous substance" pursuant to state, federal, or local law or becomes regulated by any federal, state or local authority. "Hazardous Substance" includes, but is not restricted to, asbestos, polychlorinated biphenyl's (PCBs), solvents, printing inks, pesticides, solvents, and leads. "Hazardous Substance" excludes petroleum when said

petroleum is stored and dispensed in accordance with all federal, state, and local laws and regulations.

7) Default

- a. Default shall occur if the Tenant fails to pay Rent within ten (10) calendar days of the due date, or the Tenant violates any of the provisions of this Lease.
- b. Upon default, the County shall provide the Tenant a notice of default. The Tenant shall have an opportunity to cure the default within five (5) calendar days of the County sending notice.
- c. Upon default, interest shall accrue at a rate of six percent (6%) on any outstanding balance.
- d. If any default remains uncured five (5) days after the County sends notice to the Tenant, the County may, at its sole option, immediately terminate this Lease. Upon such termination the Tenant shall vacate the Leased Area before the end of the then-current month.

8) Termination of Lease

- a. The County or the Tenant may terminate the Lease for any reason upon providing thirty (30) days' written notice to the other party. The Tenant will have up to and including the 30th day to vacate the Leased Area.
- b. The County may terminate the Lease effective immediately upon an affirmative vote by the County's Board of Supervisors to terminate the Lease. The Tenant shall vacate the Leased Area within ten (10) days of being given notice of such termination.
- c. At vacation, the Tenant shall remove all its property and leave the Leased Area in a suitable condition as determined by the County.

9) Notice

a. If to County, then to:

James City County Government Center
101-D Mounts Bay Road
Williamsburg, Virginia 23185
Attention: County Administrator

and

James City County Government Center
101-D Mounts Bay Road
Williamsburg, Virginia 23185
Attention: County Attorney

b. If to Tenant, then to:

Hampton Marine Services Corporation
4789 Captain John Smith Rd.
Williamsburg, VA 23185
Attention: Jeff Berube

10) All disputes shall be negotiated between the County and the Tenant; should those parties be unable to agree, the County Administrator or his designee shall resolve the issues in dispute.

11) This Lease may only be amended upon written consent of both parties.

12) This Lease represents the full agreement of the parties with regard to the Leased Area.

Signatures begin on the next page.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed.

HAMPTON MARINE
SERVICES CORPORATION

COUNTY OF JAMES CITY, VIRGINIA

BY: _____

Jeff Berube

BY: _____

Bryan J. Hill
County Administrator

ATTEST: _____

ATTEST: _____

DATE: _____

DATE: _____

Approved as to form:

County Attorney

EXHIBIT A – Leased Area



ITEM SUMMARY

DATE: 5/25/2017

TO: Board of Supervisors

FROM: John H. Carnifax, Jr., Director of Parks & Recreation

SUBJECT: Gordons Creek No Wake Zone - CRFP

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution
▣	CWM Letter-Gordons Creek No Wake Zone	Backup Material
▣	WBC Letter-Gordons Creek No Wake Zone	Backup Material
▣	Map-No Wake Buoy Gordons Creek	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Carnifax, John	Approved	5/26/2017 - 2:35 PM
Publication Management	Burcham, Nan	Approved	5/26/2017 - 2:38 PM
Legal Review	Kinsman, Adam	Approved	6/1/2017 - 3:10 PM
Board Secretary	Fellows, Teresa	Approved	6/2/2017 - 3:40 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:00 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:07 PM

MEMORANDUM

DATE: June 13, 2017

TO: The Board of Supervisors

FROM: John H. Carnifax, Jr., Director of Parks & Recreation

SUBJECT: Adoption of No Wake Zone on Gordon Creek

Rowing programs have been in existence at the Chickahominy Riverfront Park since 2008, and in 2012 James City County entered into a partnership and lease agreement with the College of William & Mary and the Williamsburg Boat Club to expand rowing opportunities for students and residents of James City County. Through local fundraising efforts, a storage building was constructed in the park to accommodate boats and equipment and is presently operating under a multi-year lease that continues through 2022.

On average, 100 to 140 rowers a day use the facility. This past year the Williamsburg Boat Club expanded rowing opportunities to local high school students. In addition to the regular users, the club offers several Learn to Row programs annually to local residents.

When the County acquired Chickahominy Riverfront Park, there were several “No Wake” signs along the shoreline and adjacent to the boat ramp that have deteriorated over the years. When staff began investigating the replacement of “No Wake” signs several years ago, it was discovered that Gordon Creek did not have an official No Wake Zone designation by the state. In order for the Virginia Department of Game and Inland Fisheries and local authorities to enforce the law, an official designation and proper signage needs to be installed.

In order to protect the floating docks, safety of boating participants and to reduce the erosion impact on the park property along Gordon Creek, staff recommends that the Board of Supervisors support the enclosed resolution requesting the Department of Game and Inland Fisheries designate the identified area on the enclosed map as a “No Wake Zone”.

JC/gt
GordonCreek-mem

Attachment

RESOLUTION

AUTHORIZATION TO REQUEST ESTABLISHMENT OF A NO WAKE ZONE ON GORDON CREEK

WHEREAS, Sections 29.1-744(A) and (B) of the Code of Virginia, 1950, as amended, provides for the establishment of “No Wake Zones” by the Board of the Virginia Department of Game and Inland Fisheries upon request by a local governing body; and

WHEREAS, the College of William & Mary and the Williamsburg Boat Club (the “Applicants”) have requested that a “No Wake Zone” be established along Gordon Creek adjacent to Chickahominy Riverfront Park, Parcel No. 3430100002 found on the James City County Real Estate Tax Map; and

WHEREAS, the Applicants have agreed to bear the cost of the purchase, installation, and maintenance of these waterway markers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to submit those documents necessary to request the Virginia Department of Game and Inland Fisheries to establish a “No Wake Zone” on Gordons Creek between longitude -76.87343 latitude 37.26915 and longitude -76.86253 and latitude 37.26803 as shown on the map dated May 6, 2017 and entitled “Gordons Creek No Wake Buoys”.

Kevin D. Onizuk
Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of June, 2017.

GordonCreek-res



The College Of
WILLIAM & MARY

Campus Recreation
Student Recreation Center

P.O. Box 8795
Williamsburg, Virginia 23187-8795
757/221-3310 • Fax 757/221-1919

May 9, 2017

Dear James City County Board of Supervisors;

I am writing this letter in support of adding "No Wake" Signs to the area at Chickahominy Park where the different rowing clubs launch and practice. I am the Director of Campus Recreation at the College of William and Mary and the William and Mary Rowing Team is under the Campus Recreation program. I also serve on the Advisory Board for James City County Parks and Recreation. I have been at WM for 17 years and was part of the partnership that was established at Chickahominy Park between the county, the Williamsburg Boat Club (WBC) and The WM Rowing Team. We were able to get the boathouse built and most recently the WM Team upgraded the dock where the different groups launch. This is a partnership I am very proud of and share it with my recreation colleagues around the US. We are very fortunate to have a county that wants to partner with other groups. As a result of that partnership WM Rowing has worked with the local WBC, and the local high schools, to grow the interest in Rowing with the youth. Graham Ludmer (the WM rowing club coach) helps coach the high school rowers. We also run camps in the summer where we give local (JCC) participants a discount at the camp to support the partnership.

As I understand it, in the near future, JCC is going to move their boat rental down to this site also. The new (and much safer) dock has made this possible.

The one problem we have is the boats that come by that area at very high speed have made it unsafe for some of the younger participants and also the Novice Rowers on both WM and WBC teams. It is even difficult for the more experienced rowers, but they can usually recover more quickly. I believe we have already designated that area as a no wake area but without the signs in the water, but boaters do not pay any attention. This is not all boaters, some are very respectful, but others are not.

Without the no wake area being enforced, it will be difficult for the youth and beginner programs to continue at that facility. and I would strongly recommend that JCC not move their rental program to that area. Often renters are beginners and youth and it is very easy to flip when a wake hits the boat.

I am in strong support of the "No Wake" Signs being put in before the Dock area (probably about 100 yards), and continued to the bend in the river (which is not far past the dock area). This is not just for convenience of the rowers, but it is for the safety of the rowers, and the ability to make the JCC youth programs successful at that site.

Thank you for your consideration of this request.

Linda Knight
Director of Campus Recreation
College of William and Mary

lakni2@wm.edu

757-221-3312

Chartered 1693

Mike Cowden
President, Williamsburg Boat Club



To the Board of Supervisors,

My name is Mike Cowden, and I am the current president for Williamsburg Boat Club. I am writing to you, to voice my opinion on the subject of extending the No Wake zone that already exists around the County's boat ramp to include the dock that we share with William & Mary's Rowing club to launch our boats. My main concern, is with the safety of the rowers of our clubs and the general public that uses the creek for recreational purposes.

Our club currently sends out around 140 rowers from the ages of 12-70+ every day of the week. Gordon Creek is not a very wide waterway and the potential for an accident to occur due to boats operating at high speeds is highly possible. It is because of this fact, I think it would be wise to make the motorists slow down, while driving around our dock. The dock area is where new rowers will be taking their first strokes, and as President, I would like to help provide the safest environment possible in taking those first few steps in the learning process.

An extension of the No Wake zone, would help assure motorists would be on a higher level of alert, while going by the area on the creek where it is most likely to see rowers, our dock. There is a blind turn just past our dock. Motorized boats often are driving very quickly around that turn, and I know they cannot see what is around that bend. Since the dock is located so close to the blind turn, there is a high chance there could be a rowing shell in it's path and the chance of an unfortunate accident is a real possibility. With the growth of both the William & Mary crews, and especially WBC, our numbers on the creek have increased dramatically. In addition, we are seeing much larger amounts of Kayak, Canoe, and Stand Up Paddleboard traffic on the creek. It is a great venue for these types of watercraft but the fast moving boats in this narrow waterway are creating an increased chance for a catastrophic accident. So, if you were to simply provide us, with the same amount of "No Wake Space" in front of and behind our dock as you do the park boat ramp, it would help ensure the safety of the athletes while landing and launching off of the dock, as well as the preservation of our equipment.

It is our suggestion to make that entire run of the creek a "No Wake zone" to further add safety for those of us who use it to row. The creek is a well protected stretch of water, often undisturbed by wind and current. This provides our small craft a great place to row, safe from mother nature's dangers. At their smallest, a 1 person rowing shell is 18" across, and app. 20' long, and the person only sits app. 3' off the water's surface. This level of low visibility is a constant concern of mine. Boats are driving at 50 mph up the creek and this is really unnecessary. There are many miles of creek and river for the motorized boats to operate so having a mere distance of approximately ½ mile should not be a hardship for motorized boats to keep their speed to a minimum.

Thank you very much for taking the time to concern this information in your decision. Please let me know if I can be of any further assistance in this matter (providing video or photo evidence of dangerous situations I have witnessed at this location).

Sincerely,

Mike Cowden

President – Williamsburg Boat Club

503-318-5481

Mike.cowden@comcast.net



A
-76.87343
37.26915



Boat
Ramp

Gordon Creek

3,100 feet

B
-76.86253
37.26803




Rowing
Dock

Chickahominy
Riverfront
Park


Chickahominy
River



John Tyler Memorial Hwy



No Wake Buoy



Parcel Boundary



1 inch = 522 feet
0 220 440 Feet

Gordons Creek No Wake Buoys



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be.
Copyright James City County GIS Office 5/16/2017
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ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: County Administrator's Report

ATTACHMENTS:

	Description	Type
▣	CA Report	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 3:10 PM

MEMORANDUM

DATE: June 13, 2017

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 May 3, 2017 through June 6, 2017:

May 3, 2017 (Wednesday)

- Attended Hampton Roads Planning District Commission (HRPDC) Chief Administrative Officers meeting
- Met with Grace Boone, General Services Director

May 4, 2017 (Thursday)

- Met with Paul Holt, Community Development Director, and Jason Purse, Assistant County Administrator

May 5, 2017 (Friday)

- Met with Doug Powell, JCSA Manager
- Attended James City County Benefit Fair

May 8, 2017 (Monday)

- Met with Ryan Ashe, Fire Chief
- Met with Doug Powell, JCSA Manager
- Met with Sue Mellen, FMS Director
- Met with Patrick Teague, HR Director

May 9, 2017 (Tuesday)

- Attended agenda meeting
- Met with John Carnifax, Parks & Recreation Director
- Met with Doug Powell, JCSA Manager
- Attended Board of Supervisors budget public hearing

May 10, 2017 (Wednesday)

- Met with Jason Purse, Assistant County Administrator
- Met with Adam Kinsman, County Attorney

County Administrator's Report

June 13, 2017

Page 2

May 11, 2017 (Thursday)

- Attended Economic Development Authority meeting
- Met with Amy Jordan, Economic Development Director
- Met with Ruth Larson, Supervisor
- Attended ELT meeting

May 15, 2017 (Monday)

- Attended Eastern Virginia Groundwater Management Advisory Committee meeting in Richmond

May 16 2017 (Tuesday)

- Attended New Employee Orientation
- Met with Amy Jordan, Economic Development Director; Economic Development business plan
- Met with Sue Sadler, Supervisor
- Met with Latara Branch, Civic Engagement Coordinator

May 17, 2017 (Wednesday)

- Attended Virginia Peninsula Regional Jail Board meeting
- Met with Robert Crum, HRPDC & HRTPO Executive Director
- Met with Michael Vergakis, Chief Civil Engineer, Bruce Capps, Water Production Superintendent and Doug Powell, JCSA Manager
- Met with Olwen Herron, Williamsburg-James City County Schools Superintendent
- Met with Grace Boone, General Services Director
- Met with Ryan Ashe, Fire Chief and Sara Ruch, Emergency Management Deputy Coordinator

May 18, 2017 (Thursday)

- Met with Jody Puckett, Communication Director
- Attended Hampton Roads Transportation Planning Organization and Hampton Roads Transportation Accountability Commission meetings
- Met Economic Development prospect
- Attended Lead Historic Triangle Graduation

May 19, 2017 (Friday)

- Met with Rebecca Vinroot, Social Services Director
- Speaking Engagement: The Improved Benevolent Protected Order of Elks of the World, Virginia State Convention
- Attended *Got Plans?* - Seniors and Disabled Adult Expo; Grove Community Center
- Met with Melanie Rapp Beale, Dominion Virginia Power External Affairs Manager for Eastern Region and Adam Kinsman, County Attorney
- Attended Covenant between The African American Community and The Law Enforcement Community at the Williamsburg Regional Library

County Administrator's Report

June 13, 2017

Page 3

May 22, 2017 (Monday)

- Attended Robert Wood Johnson Foundation meeting, Williamsburg Health Foundation
- Met with Ryan Ashe, Fire Chief
- Met with Amy Jordan, Economic Development Director
- Met with Patrick Teague, HR Director

May 23, 2017 (Tuesday)

- Attended agenda meeting
- Attended Board of Supervisors Work Session
- Attended Board of Supervisors meeting; budget adoption

May 24, 2017 (Wednesday)

- Met with Kitty Hall, Purchasing Director and staff
- Met with Paul Holt, Community Development Director
- Met with Ted Henifin, HRSD General Manager and Doug Powel, JCSA Manager
- Attended GWP Board meeting
- Met with Grace Boone, General Services Director

May 25, 2017 (Thursday)

- Met with Ruth Larson, Supervisor and Adam Kinsman, County Attorney
- Attended Housing and Health Study presentation with Rebecca Vinroot, Social Services Director, Kyra Cook and Jeanne Zeidler from Williamsburg Health Foundation
- Met with Randy Wheeler, Poquoson City Manager
- Attended Executive Leadership Team meeting
- Radio sports show
- Attended Historic Triangle Business Appreciation event

May 26, 2017 (Friday)

- Met with Tim Harris, Economic Development Authority Director
- Met with Paul Holt, Community Development Director

May 30 2017 (Tuesday)

- Met with Jason Purse, Assistant County Administrator
- Met with Wilford Kale
- Met with Jody Puckett, Communications Director

May 31, 2017 (Wednesday)

- Attended Housing and Health study follow up meeting at Social Services
- Met with Grace Boone, General Services Director
- Met with Paul Holt, Community Development Director and Grace Boone, General Services Director
- Met with E'magine Pretlow, Williamsburg-James City County student

County Administrator's Report

June 13, 2017

Page 4

June 1, 2017 (Thursday)

- Attended New Employee Orientation
- Radio sports show

June 2, 2017 (Friday)

- Met with Rebecca Vinroot, Social Services Director
- Met with Renee Dallman, Senior Communications Specialist; podcast
- Met with John McGlennon, Supervisor
- Met with Ruth Larson, Supervisor
- Attended Abram Frink, Jr., Block Party

June 3, 2017 (Saturday)

- Attended Clean The Bay Day

June 5, 2017 (Monday)

- Met with ERP staff
- Speaking Engagement: Matoaka Elementary School
- Met with Jason Purse, Assistant County Administrator

BJH/nb

CAReport061317-mem

ITEM SUMMARY

DATE: 6/13/2017

TO: Lauren White, Staff Liaison to the Historical Commission

FROM: The Board of Supervisors

SUBJECT: Historical Commission Appointments

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	5/31/2017 - 4:55 PM
Development Management	Holt, Paul	Approved	5/31/2017 - 4:55 PM
Publication Management	Burcham, Nan	Approved	5/31/2017 - 4:56 PM
Legal Review	Kinsman, Adam	Approved	5/31/2017 - 5:00 PM
Board Secretary	Fellows, Teresa	Approved	6/1/2017 - 2:30 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:01 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:07 PM

ITEM SUMMARY

DATE: 6/13/2017

TO: Board of Supervisors

FROM: Frances C. Geissler

SUBJECT: Appointments to the Stormwater Program Advisory Committee

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Stormwater	Geissler, Fran	Approved	6/1/2017 - 2:47 PM
General Services	Boone, Grace	Approved	6/1/2017 - 3:25 PM
Publication Management	Trautman, Gayle	Approved	6/1/2017 - 3:31 PM
Legal Review	Kinsman, Adam	Approved	6/6/2017 - 1:43 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 1:47 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:04 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:06 PM

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Appointment to Thomas Nelson Community College Local Board

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 8:16 AM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:04 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:06 PM
Publication Management	Burcham, Nan	Approved	6/6/2017 - 2:42 PM
Legal Review	Kinsman, Adam	Approved	6/6/2017 - 3:50 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 3:59 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 4:00 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 4:05 PM

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Appointment to Williamsburg Area Arts Commission

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 8:19 AM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:05 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:06 PM
Publication Management	Burcham, Nan	Approved	6/6/2017 - 2:42 PM
Legal Review	Kinsman, Adam	Approved	6/6/2017 - 3:51 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 3:59 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 4:00 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 4:05 PM

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Staff Appointment to the WATA Board of Directors

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 8:19 AM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 2:05 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:07 PM
Publication Management	Burcham, Nan	Approved	6/6/2017 - 2:43 PM
Legal Review	Kinsman, Adam	Approved	6/6/2017 - 3:51 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 3:59 PM
Board Secretary	Purse, Jason	Approved	6/6/2017 - 4:00 PM
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 4:05 PM

AGENDA ITEM NO. M.1.

ITEM SUMMARY

DATE: 6/13/2017

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adjourn until 4 p.m. on June 27, 2017 for the Work Session

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/6/2017 - 2:31 PM