

**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**  
**November 14, 2017**  
**5:00 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leaders - Arrow of Light Scouts from Pack 414 in Norge

**E. PUBLIC COMMENT**

**F. PRESENTATIONS**

1. VDOT Quarterly Update
2. James City County Parks and Recreation Accreditation
3. Government Finance Officer's Association Distinguished Budget Award
4. Introduction of New Police Officers

**G. CONSENT CALENDAR**

1. Minutes Adoption
2. Resolution to Request a Seat on the Peninsula Airport Commission
3. Grant Award - Commonwealth Attorney - Victim's Witness Program - \$179,667
4. Virginia Department of Transportation, Transportation Alternatives Program – Fiscal Years 2019-2020
5. Grant Award - Naloxone for Law Enforcement - \$2,025
6. Oxford Road Stream Restoration
7. Dedication of the Streets in the Forest Heights Subdivision
8. Contract Award-Annual Architectural Services
9. FY18 DEQ Litter Grant
10. Grant Award - General Services Stormwater Division - Virginia Stormwater Local Assistance Fund - \$1,145,052

**H. PUBLIC HEARING(S)**

1. Ordinance to amend and reordain Chapter 20, Taxation, Article I, In General, Section 20-7.3, Correction of assessment.
2. SUP-0010-2017. The Kensington School

**I. BOARD CONSIDERATION(S)**

1. Legislative Agenda

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

1. County Administrator's Report

**L. CLOSED SESSION**

1. Consideration of a personnel matter involving the performance review of the County Administrator pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

**M. ADJOURNMENT**

1. Adjourn until 4 p.m. on November 26, 2017 for the Work Session

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Teresa Fellows, Administrative Coordinator

SUBJECT: Pledge Leaders - Arrow of Light Scouts from Pack 414 in Norge

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/1/2017 - 9:55 AM

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Rossie Carroll, Williamsburg Residency Administrator

SUBJECT: VDOT Quarterly Update

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/2/2017 - 9:06 AM



**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: John Carnifax, Director of Parks and Recreation

SUBJECT: James City County Parks and Recreation Accreditation

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/6/2017 - 11:35 AM

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Aaron McCoy, Executive Board Member of the Virginia Government Finance Officers' Association

SUBJECT: Government Finance Officer's Association Distinguished Budget Award

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/3/2017 - 10:40 AM

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Brad Rinehimer, Chief of Police

SUBJECT: Introduction of New Police Officers

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/3/2017 - 10:41 AM

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Teresa Fellows, Administrative Coordinator

SUBJECT: Minutes Adoption

---

Staff continues the process of auditing the minute books. Several sets of minutes have been included for adoption.

**ATTACHMENTS:**

	Description	Type
▣	092716 Work Session	Minutes
▣	102516 Work Session	Minutes
▣	061317 Regular Meeting	Minutes
▣	092617 Work Session	Minutes
▣	101017 Regular Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/1/2017 - 10:10 AM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 27, 2016**  
**4:00 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

**Board of Supervisors**

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

Bryan J. Hill, County Administrator

**Economic Development Authority (EDA)**

Thomas G. Tingle, Chair  
Robin D. Carson, Vice Chair  
Paul W. Gerhardt  
Stephen H. Montgomery  
Timothy G. Harris  
Christopher Odle  
Marshall N. Warner

Russell C. Seymour, Secretary to the Economic Development Authority

**Also Present**

Kate Sipes, Assistant Director, Office of Economic Development

**C. BOARD DISCUSSIONS**

1. Strategic Plan Discussion with Clarion

Mr. Hipple thanked Clarion Associates for their assistance and guidance through the Strategic Plan process.

Mr. Hill thanked the Board and Clarion Associates as well as Ms. Jody Puckett, Communications Director, and Mr. Jason Purse, Assistant County Administrator, for getting the Strategic Plan to this point. He remarked that this Work Session gives the Board members an opportunity to review the Strategic Plan and identify any areas of concern before the final touches are made. He introduced Ms. Leigh Anne King of Clarion Associates and Mr. Greg Dale of McBride Dale Clarion to provide an overview of the Strategic

Plan and address any questions the Board members might have.

At approximately 4:03 p.m., Ms. Sadler joined the meeting.

Ms. King addressed the Board with a presentation of materials included in the Agenda Packet. She provided an update on the Strategic Plan planning phases, public input that has been received, how it is anticipated the Strategic Plan will be used, the Strategic Plan bottom line and a request for Board approval to move forward in creating a public hearing draft of the Strategic Plan.

General discussion ensued regarding the Strategic Plan, how it will be utilized and what the next steps are in finalizing it.

2. Joint Work Session with Economic Development Authority

Mr. Tingle began the discussion by presenting a PowerPoint presentation (see attachment) which highlighted the activities of the EDA since last year's joint work session.

Mr. Onizuk asked for clarification on the purpose and attainable goals of the Greater Williamsburg Partnership (GWP).

Mr. Tingle stated that the GWP is really intended as a marketing effort for the region. It is designed to attract employers as well as grow existing business and support entrepreneurs. The GWP is designed to be a more effective effort than our previous involvement with Hampton Roads Economic Development Alliance (HREDA). It is important to note that the state agency, Virginia Economic Development Partnership (VEDP), works with regional groups, not individual localities. In this instance, VEDP would work with GWP on leads or prospective businesses looking to move into the state.

Mr. McGlennon stated that the main motivation for leaving HREDA and creating GWP, was because we felt that we did not have an adequate voice in HREDA or that they were devoting enough significant attention to our region.

Mr. Seymour took over the presentation to discuss the evaluation of industrial sites and the development of new incentive programs. He gave a brief overview of the target sector analysis and the corridor and site assessment study.

Mr. Harris continued the presentation by discussing the promotion of meaningful changes to regulations applicable to the targeted industries. He highlighted the benefits of the changes to the PUD-C ordinance and the addition of the food truck ordinance.

Ms. Carson continued the presentation by discussing the EDA's participation in the Strategic Planning Process as members of the Strategic Plan Advisory Group.

Mr. Seymour discussed recent business expansions and highlighted the growth in comparison to the rest of the region.

Mr. Hipple stated that he would like to see those growth numbers in dollar comparison instead of sheer number of businesses. How much is that growth adding to the County's economy.

Mr. Odle continued the presentation by updating the Board on the Jamestown Marina development.

Mr. Tingle asked Ms. Sipes to give an update on the workforce development and collaboration with Williamsburg-James City County Schools.

General discussion ensued regarding the goals and results of the EDA over the last year, including the process involved in attracting new business and the efforts of retaining current businesses. It was noted that the County and the EDA have limited resources, so it is important to determine the best use of those resources which is where the two studies will be beneficial. Those studies will highlight what steps need to be taken to get the available land ready for the prospective targeted industries.

Mr. Hipple directed the EDA and staff to develop a plan for building roads to provide access to some of the available industrial parcels.

Ms. Carson noted that one of the largest commercial properties in the County does not have water going to it.

Mr. Hipple stated to bring the Board a plan detailing how much it would cost to get water to that parcel.

Mr. Hill stated that staff could put together a list of three or four parcels that need to be improved and what it would cost to get those parcels ready for development. A "skeleton" list that could then be updated with more precise information once the industrial site study is completed.

The Board thanked the EDA for its time and efforts.

At 5:56 p.m., Mr. Tingle adjourned the EDA.

**D. CLOSED SESSION**

None.

**E. ADJOURNMENT**

1. Adjourn until Regular Meeting at 6:30 pm

A motion to Adjourn was made by John McGlennon and the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Onizuk, Sadler

At approximately 5:57 p.m., Mr. Hipple adjourned the Board.

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 25, 2016**  
**4:00 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

**C. BOARD DISCUSSIONS**

1. Colonial Behavioral Health Presentation

Mr. David Coe, Executive Director, Colonial Behavioral Health (CBH), gave an agency overview which is included in the Agenda Packet. Topics of discussion included in the presentation are as follows:

- Budget - Revenue Sources
- Local Utilization by Jurisdiction
- County Services by Age - FY 2016
- County Program Area - FY 2016
- Emergency Services
- Crisis Intervention Teams (CIT)
- CIT Assessment Center (CITAC)
- CITAC Utilization - James City County
- Adult MH Service Provided
- Adult Substance Use Services
- Child/Adolescent Services
- Developmental Disability Services
- Other Services and Projects

Discussion ensued regarding these individual subjects.

Mr. Onizuk inquired if CBH receives funding from private health insurance.

Mr. Coe replied yes; however, the broadest coverage for behavioral health population is Medicaid. He extended an invitation to the Board members,



individually or as a group, to tour CBH which would provide an opportunity for any questions about the facility. He expressed his gratitude to the Board for the support James City County has given to CBH.

Mr. McGlennon inquired why James City County citizens are utilizing services more than other counties that are similar in size.

Mr. Coe stated that he feels it is primarily due to the proximity to James City County versus other counties.

Mr. McGlennon inquired about geriatric services.

Mr. Coe replied that geriatric services are limited, noting that the services primarily provided are case management, outpatient services and psychiatry.

Mr. McGlennon inquired about jail-based services and what would the biggest impact be if localities made additional investments in CBH services.

Mr. Coe commented that local funding is flexible and can be tailored to meet various needs. He noted that without local funding, needed programs would be cut back or shut down and emphasized the need to invest more in geriatric and children services.

Ms. Sadler expressed her gratitude to Mr. Coe for the work he and CBH does for the community.

Ms. Larson referred to a recent article in the Richmond Times-Dispatch regarding their Community Services Board (CSB) working on same day access and inquired if that is something CBH is able to do.

Mr. Coe stated that there are expectations of funding in the Governor's budget to implement same day access across every CSB in Virginia and hopes that this will be done within the next year.

Mr. Onizuk expressed his gratitude and stated it is a privilege to invest and contribute to the services CBH provides.

Mr. Hipple inquired about the role of the homeless population in the scenario, the CIT in regards to Fire/EMS and the CITAC in our area being high when compared to surrounding communities.

Mr. Coe discussed the challenges faced with each of these issues and noted that the partnership with Riverside Doctors' Hospital has been a huge benefit.

Mr. Onizuk commented on County law enforcement officers being involved and trained in CIT.

Mr. Hipple expressed his gratitude to Mr. Coe.

Mr. Hill expressed his gratitude to: Mr. Coe; Mr. John Galganski, Fire/Rescue Battalion Chief; Ms. Sue Mellen, Director of Financial and Management Services; Ms. Rebecca Vinroot, Director of Social Services and Ms. Brittany

Voll, Marketing & Development Specialist for attending the work session meeting.

2. Greater Williamsburg Chamber and Tourism Alliance Update

Ms. Karen Riordan, President and CEO, discussed a handout given to the Board members titled “James City County Calendar Year through August 2016 Report.” She referenced 2015 total tourism expenditures amounting to \$408,385,940 and noted that the amounts are very similar to the previous year’s figures. She gave an overview of lodging within the County and discussed the breakdown for the calendar year. She noted that although the total calendar 2016 year-to-date room nights are down 4.6% over the previous year, 2015 was the highest year for room nights in the County from the previous 11 years. She further noted that the Quality Inn Kingsmill had been closed since December 2015 and four hotels and two timeshares were non-data filers in August 2016. She commented that meal tax results for August 2016 had not yet been filed.

Mr. Hill stated that he had spoken with the Commissioner of the Revenue regarding the meal tax results for August 2016. He noted working as a partnership with constitutional officers as well as the Chamber and County finance staff. He commented that the overall budget coming into the close of 2016 looks strong for the second year in a row.

Ms. Riordan expressed concerns with the Smith Travel Accommodations Report (STAR) whereas the report has shown data inconsistencies. She discussed areas of lodging within the County that have not been accounted for in this publication and noted that a representative had been contacted regarding these discrepancies. She commented that this report only reflects 37% of the total picture and therefore she has been in touch with another company that hopefully will incorporate timeshare data information into these metrics for a more accurate measurement.

Mr. Onizuk remarked on the Quality Inn at Kingsmill reopening and inquired about the difference of a room night and an owned night in a timeshare.

Ms. Riordan stated that a timeshare room night is a room that is considered a transient rental and noted that they are under a regulation to contribute the \$2 tax just like a hotel. She further stated that the owner-occupied timeshare units have been purchased and the owner is paying taxes on that purchase to the County in which they live. She noted that she had spoken with leadership of area timeshares and discovered that they are doing more selling to owners and are not renting as many rooms on the transient market. She mentioned that several area timeshares are looking to expand and continue to grow if the economy remains positive and noted the uniqueness whereas a major tourism destination like Orlando, FL, does not have the ratio of timeshares (3,654) to hotels (2,155) that are currently present in this area.

Mr. Hipple inquired about the possibility of a hotel convention center in this area.

Ms. Riordan replied that she does not foresee that happening anytime soon

and stated that convention centers in Virginia are generally not doing well and have reported losing money.

Mr. Hill briefly mentioned the County appearance from the City of Williamsburg down toward Busch Gardens possibly being discussed at the next work session.

Ms. Larson inquired about the Trip Advisory Rank.

Ms. Riordan stated that Trip Advisor is an online tool where the consumer can see how their preferred places to stay rate on things such as service, safety, cleanliness and affordability as well as the ability to book reservations. She briefly discussed the effects poor ratings as well as good ratings can have on a business.

Mr. Onizuk inquired about the geographic region for the ranking.

Ms. Riordan replied that it is all of Virginia.

Ms. Larson commented that she frequently hears hoteliers stating that there is nothing new in the area, making it harder to get more room nights on the books and asked Ms. Riordan for her thoughts on the subject.

Ms. Riordan referred to the Economic Impact Study and discussed local current attractions that promote tourism. She stated that this area currently has over 15 attractions and she is always looking for ways to present the destination as a fresh interesting place with something new to do every weekend.

Mr. Hill recognized a recent tour for public safety officers that was held at Anheuser-Busch Brewery and referenced the Strategic Plan.

Ms. Larson inquired about the interest and growth in micro-breweries.

Ms. Riordan referenced the Williamsburg Tasting Trail and commented on the collaboration and cooperation of the area vendors who chipped in and paid for 80,000 promotional brochures. She stressed that this is not a new attraction, but rather a new product that is very well received and being put out on the marketplace. She noted that a cidery would drive tourism and be a wonderful addition to the County since they are very popular with all age groups. She referenced the Harvest Celebration to be held November 4-13, 2016. She briefly discussed the "Greater Williamsburg Region Calendar Year through August 2016 Report" handout that was given to the Board members.

Mr. Hill stated that the handout shows James City County meal tax and retail sales are leading the way.

Mr. McGlennon stated that he thinks it is important to highlight that, especially the sales tax.

Mr. Onizuk stated that it is hard to see the full picture with concentration on timeshares, because you do not see the owners and that is significant. He

further stated that owners come here year after year and are significant visitors to our community.

Mr. Hill stated the numbers are showing that we are doing the right thing and we are going to work to get even better numbers for next year.

Mr. Hipple asked if there were any questions.

The Board took a break at approximately 5:12 p.m.

The Board reconvened at approximately 5:17 p.m.

### 3. Virginia Dominion Power Update

Mr. Hill introduced Ms. Stephanie Harrington to the Board.

Ms. Harrington thanked Mr. Hill and the Board and introduced Ms. Courtney Fisher, a coworker in the Electric Transmission Department at Virginia Dominion Power (Dominion). She stated that she would like to speak about the status of a project that was discussed in a James City County Board of Supervisors Work Session in 2012, the consequences of not having started the project, the construction and the timeline. She emphasized the commitment of keeping the power on that Dominion has fulfilled for the last 100 years. She gave an overview of the project referencing a PowerPoint slideshow presentation. She referenced a slide depicting days at 100% capacity for Yorktown Power Station Units 1, 2 and 3 in 2012, 2013 and 2014. She referenced an Integrated Resource Plan, a document filed annually with the State Corporation Commission (SCC), noting that Dominion announced the cease of operations for Unit 1 in 2011, Unit 2 in 2012 and with anticipation of operating Unit 3 until the 2020-2022 range. She noted that the course of ceasing operations at these coal-fired units is highly regulated and driven by the Mercury and Air Toxics Standards (MATS) Rule. She stated that an announcement had been made of retirement for these units by April 2015 and reviewed a slide that suggested several alternatives considered on either the generation, transmission or hybrid side. She noted having spoken with the County Board of Supervisors in 2012 regarding utilizing a corridor from the Charles City County substation, also referred to as the Chickahominy substation, and going through Charles City County, New Kent County and northern James City County on an unimproved corridor and tapping into an existing transmission corridor. She further noted that she felt this was a feasible solution and one that the SCC and the U.S. Army Corps of Engineers (the Corps) had considered. She stated that all these various solutions bubble down to two that could work; the Chickahominy route and the route across the James River, the latter being the one that was proposed to the SCC. She remarked that presently there is still a growing need for power on the peninsula and that the coal units are scheduled for closure in April 2017. She stated that presently construction for the Skiffe's Creek project has not begun and there are reliability concerns. She further stated that once a project of this caliber is awarded it takes approximately 18-20 months from start to finish. She referenced and briefly discussed a PowerPoint slide titled "Powering the Peninsula - Peak Load 1,438 MW (2015)." Next, Ms. Harrington referenced and briefly discussed a PowerPoint slide titled "System

Overloads without Yorktown or Skiffe's Creek." She stated that the grid needs to be balanced and the alternative that floats to the top is the solution that was approved by the SCC and upheld by the Virginia Supreme Court when it reviewed the project. She further stated that a 500 kV line coming from the Surry Power Switching Station would be on land and approximately 17 towers would go into the James River (13 averaging 160 feet tall, two averaging 275 feet tall and two averaging 295 feet tall) and enter into the proposed Skiffe's Creek Switching Station. She remarked that the proposed 500 kV line would go into a new switching station and stated the need to rebuild a 230 kV line with modern towers and modern conductors enabling area growth needs for many years. She discussed a PowerPoint slide titled "The Solution - Surry to Skiffe's Creek to Whealton" referencing the compliance laws that must be followed.

Mr. Onizuk inquired about the construction timeline; risk period; economic impacts; blackouts and short-term options.

Ms. Harrington discussed the concerns Mr. Onizuk mentioned. She stated that Dominion had not yet received the permit to begin construction. She further stated that what is being proposed in this timeline is if, for example, construction began in mid-2017 then the risk profile could possibly extend as far as mid-2018. She commented that once the project was in service with all infrastructure placed in service, there would be absolutely no reliability concerns going forward. She discussed historical operating data that was first talked about in September 2014 when meeting with the Corps and gave a brief overview of a PowerPoint slide titled "Outage Scenarios - Isolate Impacts to the Virginia Peninsula." Ms. Harrington also gave an overview of a PowerPoint slide titled "Regulatory Process" that she referenced. She stated that she would defer any questions that the Board might have to Ms. Fisher.

Mr. Hill stated that there would not be any talk about the switching station this evening.

Ms. Harrington stated okay. She continued her overview of the PowerPoint slide titled "Regulatory Process" and discussed areas of impacts, whereby posing questions such as: could the impacts be avoided or minimized; and if they cannot be minimized what is the mitigation. She discussed a PowerPoint slide titled "Mitigation Agreement - Approval Required of Four Parties" and referenced a Memorandum of Agreement (MOA) highlighted on the slide commenting that the actual document is approximately 30 pages and noted a variety of projects provided to help mitigate area impacts.

Note the following information stated on the PowerPoint slide titled "Mitigation Agreement - Approval Required of Four Parties" reads as follows:

- The four parties listed for approval are:
  - o U.S. Army Corps of Engineers Norfolk District;
  - o Dominion Virginia Power;
  - o Virginia State Historic Preservation Office; and
  - o Advisory Council on Historic Preservation (ACHP).

The PowerPoint slide shows the following highlighted text: “Without resolution of historic preservation issues, the Corps cannot make a final permit decision.”

Ms. Harrington stated that each of the above-referenced parties would have to approve the MOA. She further stated that if all four parties were to sign-off on the MOA, the Corps could make decisions under three of the following categories: deny the permit, approve the permit or ask for further environmental reviews such as an Environmental Impact Statement. She noted that the MOA was sent out the last half of June until the end of July for a 45-day review. She further noted that since that time there have been revisions made to the MOA. She commented that she believed the next steps would be for the MOA draft to be presented; whereas, consulting parties would have another opportunity to provide feedback on the MOA from the Corps. She further commented that Dominion would welcome the opportunity to return to the Board and update it as conditions warrant. She pointed out that a recent article referenced a concept of terminating consultation, stating that this is a possible route the Corps could take and commented that this is not a route anyone involved would want the Corps to take, due to the efforts taken in trying to reach an agreement. She stated that it is her understanding that if the Corps would terminate consultation on this project it would provide an opportunity for a 45-day comment period; whereas, the ACHP would be preparing a report and at the conclusion of that report the Corps could make a final permitting decision. She further stated the options at that time would be the same as if the MOA were signed; deny the permit, approve the permit or consider additional environmental assessment.

Mr. McGlennon commented that regarding the approval of the permit by the Corps, if that should happen, that does not end the process.

Ms. Harrington stated that is correct. She referenced the PowerPoint slide “Regulatory Process” noting that a Virginia Marine Resources Commission Permit and a switching station would be needed as well.

Mr. McGlennon commented that it is his understanding that some possibility of litigation on the permit would be possible as well.

Ms. Harrington replied potentially, yes.

Mr. McGlennon stated that it really does not sound as if initiation of construction in mid-2017 is a feasible timetable.

Ms. Harrington replied that she does not feel it is ridiculously optimistic, it is hopefully optimistic and within the realm of potential.

Mr. McGlennon expressed thanks to Dominion for the work it did restoring power after the remnants of a tropical storm that came through the area. He applauded Dominion’s recognition of the importance of getting powerlines buried.

Ms. Harrington concurred.

Mr. McGlennon stated his optimism that ultimately Dominion will recognize there might be some alternatives in this particular instance that they might pursue. He expressed his concern of shifting direction towards a greater dependence on importation, as opposed to treating the peninsula as an area that might benefit more from “home grown” power generation. He questioned if it might make more sense to go back and reevaluate the conversion of the Yorktown plants or find another means to reduce reliance on sources of power that would have to be imported from other places.

Ms. Harrington replied that she understood. She explained that transmission line hearings normally conclude in a day or two; however, this particular one took two weeks and further explained the reasoning behind it taking a longer time span.

Mr. McGlennon stated that he had read that 100,000 customers had signed up for the program of cycling air conditioners on and off and inquired if that is a local number.

Ms. Harrington stated it is not and she would be glad to get that information for him and the Board. She further stated that the 100,000 number is system-wide out of approximately 2.3 million customers.

Mr. McGlennon noted that is less than 5% and stated that he was approached about this program and agreed to participate and never heard another word.

General discussion ensued regarding this topic.

Ms. Harrington stated that as of this morning Dominion is launching its new website [poweringthepeninsula.com](http://poweringthepeninsula.com) which is a portal that provides an overview of the Skiffe’s Creek project and further stated she would anticipate that if the project were to be approved it would be a place for project status updates. She noted that she will work with Richmond team members and within the next week or so will make sure that a link is set for Smart Cooling Rewards, providing the general public information on where to find more information.

Mr. McGlennon stated his concerns about the strategic placement of power. He noted that he would like to see if it would be possible to get to the point where a line under the James River might be more than enough to accommodate the need. He further noted that we are now talking about Dominion expending somewhere in the range of \$265 million for a project that is opposed by a wide-range of local resources and stated that the County is on record in opposition to it.

Ms. Sadler referenced the Conservation Program and inquired if that is something that Dominion controls or can it be controlled by an individual at home.

Ms. Harrington stated that it is her understanding that once you participate Dominion can cycle it up or down.

Ms. Sadler inquired if the Conservation Program will stay voluntary.

Ms. Harrington replied absolutely.

Mr. Onizuk inquired about being more proactive and getting the word out to citizens regarding the Conservation Program and what happens when one of these groups (the Corps or Virginia Marine Resources Commission) says no, what is Plan B.

Ms. Harrington replied that from an electric transmission perspective, the route that met the need electrically and was practicable was the Chickahominy route and stated that in order to pursue that Plan B it would require going back to the SCC. She further stated that the solution that is proposed is the solution Dominion is hopeful will be approved.

Mr. McGlennon stated that the Board does not want people to get the impression that they are going to be experiencing regular blackouts or brownouts and Ms. Harrington indicated that Unit 3 is going to be available through 2022.

Ms. Harrington replied that is right.

Mr. McGlennon stated that there would be time to develop an alternative method.

Ms. Harrington replied potentially. She stated that Unit 3 is an oil burning generation. She stressed that she does not work in the generation department for Dominion, but understands that it can take up to a day to ramp-up Unit 3; therefore, it is not an instant quick fix. She stated that weather forecasts are reviewed and if there could be potential for a high load, the generation team would work to ensure that everything was being done to keep the power alive and utilizing the generation sources available.

Mr. Hipple reiterated that Units 1 and 2 would no longer exist and be totally off-line.

Ms. Harrington stated that they are scheduled for retirement April 15, 2017, which is the last day that the Environmental Protection Agency will allow the operation of those units under the MATS Rule.

Mr. Hipple inquired if Dominion applied for everything possible up to this point.

Ms. Harrington stated that there is no more opportunity under the MATS Rule to go for an extension.

Mr. McGlennon inquired even if it is on an emergency basis.

Ms. Harrington replied that she cannot speak to an emergency basis.

Mr. McGlennon stated that he was under the impression that in an emergency situation there could be an exception made.

Ms. Harrington stated that she is personally not sure of what emergency



operations there are available. She further stated that under the MATS Rule the compliance would end under that administrative order, which is very restrictive, and added that Units 1, 2 or 3 are only operated when PJM Interconnection LLC directs them to be run.

Mr. Hipple stated that Unit 3 was run very little in 2012, 2013 and 2014.

Ms. Harrington replied correct.

Mr. Hipple stated that his understanding is that Units 1 and 2 are taking the main load, making Unit 3 a backup.

Ms. Harrington stated correct.

Mr. Hipple inquired if Unit 3 will carry the load that Units 1 and 2 are presently carrying.

Ms. Harrington replied yes and stated that Units 1 and 2 operating at full capacity are approximately 160 MW each and Unit 3 operating at full potential is approximately 800 MW, therefore it could handle the load if called on.

Mr. Hipple reiterated that there is some type of a backup plan with Unit 3.

Ms. Harrington stated that the Integrated Resource Plan stated that Dominion anticipates operating Unit 3 until 2022.

Mr. Hipple referenced the MOA and inquired if the \$85 million that had been earmarked would go into James City County since the powerlines are going to be located in our area or would it be divided up for areas over Virginia.

Ms. Harrington stated that last week a map was developed, noting that she will send it to the Board, which shows the location of various projects that have been earmarked in the MOA draft and commented that some of those project locations are outside the area of the potential impact of the transmission line.

Mr. McGlennon stated that he had read in the newspaper about the possibility of enhancing landscaping at Carter's Grove as part of the Mitigation Plan.

Ms. Harrington replied that she believes that Carter's Grove is still listed.

Mr. McGlennon stated that Carter's Grove is privately owned and believes that it is not open for public viewing; therefore, wonders where that would have an impact in terms of mitigation.

Ms. Harrington replied that it is listed on the National Register and is a historic landmark.

Ms. Fisher stated that Carter's Grove has been determined to have benefit to the nation.

Mr. McGlennon stated that is correct; however, it is the kind of property that people will not get the opportunity to visit or to see.

Ms. Fisher replied yes, at this point in time, but no one knows if it will go up for sale again and noted that it was once publicly managed and because of its eligibility status the nation determined it has public benefit even though it is privately owned at this time.

Mr. Hipple inquired that in reference to how the MOA currently stands, could a Virginia landmark such as the house and area at Jamestown Beach Campsite be restored and enhanced instead of Carter's Grove.

Mr. Onizuk stated that Jamestown Beach Campsite is publicly owned land.

Ms. Fisher stated that there is a hierarchy venue approach within the MOA and with Carter's Grove being privately owned it would have to agree to participate and receive funding. She further stated that the MOA structure is set up so that if the money were declined it could be allocated toward another project.

Mr. Hipple expressed his desire to keep as much of the \$85 million in James City County as possible.

Ms. Fisher stated that all of the mitigation projects had to have a tie to the impacted resources from a historical standpoint and commented that from that perspective Dominion felt that there is connectivity to the project.

Mr. Hipple inquired if this goes through with money preparing to be allocated, and if something has to go to Carter's Grove, will Dominion come back to this Board and say there is a place in James City County where the funds could be used on a historical venue.

Mr. Hill stated that he did not feel that this subject matter should continue.

Mr. Hipple asked the Board members if there were any other questions.

As there were no more questions, Mr. Hipple thanked Ms. Harrington and Ms. Fisher for the presentation.

Mr. Hill expressed his thanks to Ms. Harrington and Ms. Fisher.

**D. CLOSED SESSION**

None

**E. ADJOURNMENT**

1. Adjourn until Regular Meeting

A motion to Adjourn was made by John McGlennon and the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Onizuk, Sadler

At approximately 6:03 p.m., Mr. Hipple adjourned the Board.

**MINUTES**  
**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**

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

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

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leaders - the Eagle Scouts being honored at the presentation this evening led the Board and citizens in the Pledge.

**E. PUBLIC COMMENT**

1. Ms. Sarah Stafford, 109 Adams Street, addressed the Board in regard to her support of the Gordons Creek No Wake Zone.
2. Ms. Linda Knight, 6216 N. Mayfair Circle, addressed the Board in regard to her support of the Gordons Creek No Wake Zone.
3. Mr. Tom Rooks, 109 Little John Road, addressed the Board in regard to his support of the Gordons Creek No Wake Zone.
4. Ms. Betty Walker, 101 Locust Place, addressed the Board in regard to Common Core.

**F. PRESENTATIONS**

1. Eagle Scout Recognition

Mr. Onizuk recognized the following Eagle Scouts and presented each of the

young men with a County Proclamation:

- Nathan Zachary Sargent Anderson, Troop 103
- James Montgomery Mills, Troop 414
- Christopher James Andrews, Troop 1932
- Jesse Kristian Nelson, Troop 103
- Galen Michael Boyle, Troop 180
- Peter Howard Stiglitz, Troop 103
- Samuel Phillip Robles-Hinckley, Troop 103
- Ross James Wunibald, Troop 103
- Kyle Alexander Newman Margeson, Troop 414
- Philip Thomas Carson, Troop 200

Mr. Onizuk commented on adventures and achievements of Eagle Scouts and the contributions they make to a community. He expressed his gratitude to the Scouts and they were given a round of applause from the Board and the audience.

## 2. Best Urban BMP in the Bay Award

Ms. Fran Geissler, Director of Stormwater Division, referenced that 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 and gave an overview of the PowerPoint slideshow included in the Agenda Packet. She stated that she and Mr. Shawn Gordon, Project Manager, were available for questions.

Mr. Hipple commented that what happens upstream affects everything below and clarified that this project prevents damaging other properties as water flows downhill. He noted the effort to have better water quality and protect the value in homes in the County.

Mr. McGlennon discussed the important benefits of the project. He acknowledged and gave praise to: Mr. Robert Kerr, President of Kerr Environmental Services Corp.; Mr. Rick Cook, General Manager of Henry S. Branscome, LLC; Mr. Gordon and Ms. Geissler, regarding their teamwork contributions and the impact the project made to the County.

Mr. Hill expressed his gratitude to Mr. Gordon and Ms. Geissler for their work. He noted that The Foxes Stream Restoration in the Jamestown District will be receiving \$202,689 from the Stormwater Local Assistance Fund; Cooley Road Stream Restoration in the Jamestown District will be receiving \$222,500; Oxford Road Restoration in the Berkeley District will be receiving \$154,863; and Toano West Upgrades will be receiving \$565,000 from the state Department of Environmental Quality working together with Ms. Geissler and her staff. He further noted that the County will be receiving \$1,145,052 in state funding to assist with stormwater issues and stated that this is a testament to Ms. Grace Boone, Director of General Services; Ms. Geissler; Mr. Gordon and everyone working toward maintaining the County stormwater.

## 3. Anheuser Busch Presentation - Mr. Bryan Derr

Mr. Onizuk welcomed Mr. Bryan Derr, General Manager, Anheuser-Busch Williamsburg Brewery.

Mr. Derr expressed his gratitude for the opportunity to speak about exciting things happening at the Anheuser-Busch Brewery and gave an overview of a PowerPoint slideshow discussing the following topics:

- Anheuser-Busch America's Leading Brewer
- What We Brew
- Economic Impact
- Our Team
- Proud to Serve those who Serve
- Folds of Honor
- What's New in 2017

The presentation included a short video featuring local Anheuser-Busch employees commenting on the effects Anheuser-Busch employment has made in their lives, as well as a short video on a Budweiser limited-edition camo aluminum bottled beer brewed for veterans.

Mr. McGlennon expressed kudos to Anheuser-Busch for its participation in the Clean the Bay Days.

Ms. Larson expressed her thanks for Anheuser-Busch doing business in the County.

Mr. Onizuk commented that Anheuser-Busch has been a significant part of the community for many years and expressed his appreciation, stating that Anheuser-Busch is our hometown brewery and has been for a very long time. He thanked Mr. Derr for the presentation and attending the meeting.

## **G. CONSENT CALENDAR**

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

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

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

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

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

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

2. SUP-0026-2016, Forest Glen Section 5

A motion to Postpone was made by Michael Hipple, the motion result was Passed.

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

Ms. Savannah Pietrowski, Planner II, addressed the Board, stating that a video presentation has been prepared by staff that gives an overview of the case and materials included in the agenda packet.

Mr. Rich Krapf, Planning Commission Representative, reviewed the concerns raised by the Planning Commission, including the net negative fiscal impact and the regional BMP. There was also some concern that the price point of the homes proposed might be too high to meet the need of workforce housing. There are some flooding and erosion issues currently being experienced by the existing Forest Glen neighborhood, so there was some concern about adding more homes to the neighborhood.

Ms. Larson noted that she met with the applicant, Mr. Elliot York, last week to discuss the project.

Ms. Sadler and Mr. McGlennon also noted that they had individually met with the applicant to discuss the project.

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

1. Mr. Elliot York, Applicant, 103 Spring Trace Lane, addressed the Board generally discussing the highlights of the project, including the intention that these homes fall within the workforce and affordable housing guidelines. He also noted the very large stormwater pond that is indicated on the conceptual map. The proposed BMP will treat approximately 15 acres of the existing development as well as the proposed development. He stated that a community meeting was held in December, and the proposal was generally met with approval from the residents of the existing neighborhood.

Ms. Sadler asked about the improvements to the playground.

Mr. York stated that the proposal includes a minimum of five adult playground fitness equipment, which will also include a border and mulch that is certified to today's standards, as well as a walking trail that will connect the new section to the existing playground.

2. Reverend Rob Whitehead, 3991 Longhill Road, addressed the Board as the pastor of New Zion Baptist Church on Centerville Road. He spoke in favor of the proposal and the need for workforce housing.

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

Mr. Hipple addressed the case as the representative of the district where this proposed development would occur. He stated that he has spoken to many residents, some who expressed some concern and many that were in favor of the project. There is concern about speeding around the playground, which is already an issue, but would only become worse with the new development. Mr. Hipple expressed concern about the BMP, and there is not a cost indicated yet. He is concerned that the County may have to cover half the cost of this BMP in order to make it work and then take it over once the neighborhood is developed. He would like to know what those costs are going to be. He also expressed concern over the net negative fiscal impact of the development. He does not want to see the existing taxpayers take on the burden of a new neighborhood that will not hold its own. He also stated that he believes the price point is too high. True workforce housing is around the \$180,000 to \$200,000 range, in his opinion.

Mr. Hipple stated that he would not feel comfortable taking action tonight unless he had some idea of the costs of the BMP and some of the other questions and concerns answered.

Mr. McGlenon stated that he can see the advantages of this proposal; however, they are weighed against some very real costs and he is not sure the neighborhood would be stable. He would like to see what benefit there would be from the regional BMP and a more diverse price point to help support the neighborhood. He stated that he would advise the applicant to pull back the proposal and consider the comments and concerns raised here tonight.

Ms. Larson noted that WJCC school teachers would barely make the income necessary for a home at this price point. She stated that she felt it was a large amount of homes on a small amount of land.

Ms. Sadler asked if the proposal would be compatible with the surrounding area.

Staff answered yes.

Ms. Sadler asked Reverend Whitehead if there was general support and approval for the proposal.

Reverend Whitehead stated yes, but he believes it needs to be tweaked just a bit and perhaps address some of the concerns.

Mr. Onizuk stated that the Planning Commission had concerns over the fiscal impact and he has reviewed those numbers. He asked if the fiscal impact was just the impact on schools or if it included all public services.

Ms. Pietrowski stated that the fiscal impact statement includes all public services.

Mr. Onizuk stated that he sees every day the lack of affordable housing product in the area at that price point. He stated that he shares the concerns of his fellow board members. He sees some opportunities, but he is not sure he is very enthusiastic about this proposal.

Mr. York, the applicant, stated that he would be willing to request a deferral for three months to try and address some of these concerns.

Mr. Onizuk stated that a three-month deferral would be until the September 12 meeting.

The applicant thanked the Board for their consideration and comments.

Mr. Onizuk asked if a motion to postpone was necessary.

Mr. Kinsman stated yes.

### 3. Hampton Marine Services Lease

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

Ms. Elizabeth Parman, Assistant County Attorney, gave an overview of the Hampton Marine Services Lease, memorandum and resolution that are included in the Agenda Packet.

Ms. Larson reiterated to Ms. Parman that the County can get out of the Lease with a one month notice.

Ms. Parman replied correct.

Ms. Larson remarked that Hampton Marine Services provides a service to the people that use the marina.

Ms. Parman replied correct and added that Hampton Marine Services benefit patrons and has been there since 2015.

Ms. Larson expressed her concern that the area is kept clean and maintained.

Ms. Parman replied that she is not aware of any complaints.

Ms. Larson stated that she appreciates the service to patrons and emphasized the importance of putting our best foot forward.

Mr. Onizuk stated that any feedback he has received on Hampton Marine Services has been positive.

Mr. Onizuk opened the Public Hearing.

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

## **I. BOARD CONSIDERATION(S)**

### 1. Gordons Creek No Wake Zone - CRFP

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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



Ayes: Larson, Hipple, McGlennon, Sadler, Onizuk

Mr. John Carnifax, Director of Parks & Recreation, gave an overview of a memorandum, resolution and attachments regarding Gordons Creek No Wake Zone that are included in the Agenda Packet.

Mr. McGlennon inquired if the posting of new signs will have a strong impact.

Mr. Carnifax stated yes, and added that it is the opinion of the Department of Game and Inland Fisheries that this will slow down traffic. He noted that the signs will be on floating buoys, because they are safer than pylons. He further noted that the Williamsburg Boat Club and the College of William & Mary stated they would support the purchase and installation of the buoys once approved.

Mr. Hipple stated that he feels this will be a good addition and safety measure.

Ms. Larson inquired if the current old signage would be removed.

General discussion ensued regarding this matter.

Mr. Onizuk recessed the Board of Supervisors in order to conduct the James City Service Authority meeting at approximately 7:25 p.m.

The Board reconvened at approximately 7:26 p.m.

## **J. BOARD REQUESTS AND DIRECTIVES**

Ms. Larson expressed her thanks to Mr. Kinsman, Mr. Hill and staff in reference to a neighborhood meeting last week. She gave her condolences to the family of Mr. Tom Power, the owner of The Cheese Shop, on his recent passing. She mentioned that her daughter is going to graduate from Jamestown High School and thanked Williamsburg-James City County schools for their support over the years and thanked James City County and the City of Williamsburg for ensuring that she had a first-rate education. She expressed her thanks to her children for enduring the things that go along with a parent in public office. She further expressed her thanks to the spouses and children of her Board of Supervisors colleagues.

Mr. Hipple commented on how nice those remarks were from Ms. Larson.

Ms. Sadler congratulated Ms. Larson and her daughter as well as all the graduating students in James City County. She stated that she, Ms. Larson and Mr. McGlennon attended the GED graduation and congratulated all the graduating students. She further stated that she had received a phone call from a citizen regarding Norvalia neighborhood having issues with speeders and people not obeying stop signs. She further stated that she had attended a school liaison meeting and learned that redistricting was in the beginning stages. She expressed her thanks to Mr. Kinsman for attending a meeting at Colonial Heritage as well as to him and Mr. Hill for the various issues she has conferred with them about.

Mr. McGlennon stated that he attended the Memorial Day services at

Williamsburg Memorial Park. He mentioned that it was wonderful to see Mr. Ed Oyer in his Naval uniform at the service. He commented that he attended the Grove Block Party and thanked Board members that were in attendance. He stated that he was pleased to help encourage a program; whereas, Olde Towne Medical came to James River Elementary School and held a vaccination clinic for 5th-grade students moving on to middle school. He expressed his hopes that perhaps next year Olde Towne Medical would consider doing a vaccination clinic in conjuncture with schools across the system. He noted that he had been approached by citizens regarding efforts to have Virginia adopt an impartial redistricting system. He further noted that he would like staff to work on a resolution endorsing a system for state elections and provide framework for nonpartisan districting for local elections. He further stated that he would like the Board to have an opportunity to discuss, amend or debate this issue and approve or disapprove it at its July meeting.

Ms. Sadler asked Mr. Kinsman to make note for the Board to be able to re-evaluate the new ordinance at its June 12, 2018 meeting and stated that she would like the Board to be made aware of any issues that may come along until that time.

Mr. Kinsman stated yes, he would do that.

Mr. Onizuk noted that at the closed session this evening the Board will be looking at appointments to various Boards. He further noted that there are a number of advisory Boards that serve with the Board of Supervisors in the County and stressed that there are many ways that citizens can contribute with new ideas and experience that would help the County, staff and Board to continue to move forward. He encouraged interested citizens to go to the County website and apply. He stated that on June 20 he and Mr. Hipple will be attending an open discussion forum at 7 p.m. at the Ford's Colony Tennis Club. He mentioned that his daughter will be graduating from Jamestown High School and looks forward to celebrating that milestone in her life.

## **K. REPORTS OF THE COUNTY ADMINISTRATOR**

### **1. County Administrator's Report**

Mr. Hill stated that the Jamestown Jams at the Jamestown Beach Event Park starts on July 7. He noted that there are also concerts on August 4, September 1 and October 6 with music from 6:30-8 p.m., gates opening at 5:30 p.m. He further noted that every concert will encompass a "Theme Night," whereas on July 7 Affirmative Groove will perform 70s music. Mr. Hill mentioned that if anyone had any questions to please contact Ms. Laura Messer at 253-6677 or visit the County website. He expressed his gratitude to everyone that attended this evening's meeting, commenting on a large turnout.

## **L. CLOSED SESSION**

- 1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Committees pursuant to Section 2.2-3711(A)(1) of the Code of Virginia;**

Consultation with legal counsel on a specific legal matter requiring the provision of legal advice pursuant to Section 2.2-3711 (A)(7) and the discussion of a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made pursuant to Section 2.2-3711 (A)(5) of the Code of Virginia; Consideration of the disposition of a parcel of property pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia.

A motion to Enter a Closed Session 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 7:42 p.m., the Board entered Closed Session.

At 8:04 p.m., the Board re-entered Open Session.

## 2. Certification of Closed Session

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

## 3. Historical Commission Appointments

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 Board recommended the appointment of Dr. Sean Heuvel, Mr. James Swords, and Mr. Mark Jakobowski to new terms that will expire on June 30, 2020.

## 4. Appointments to the Stormwater Program Advisory Committee

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 Board recommended the appointment of Mr. Philip Doggett, Mr. Arne Lauer, Mr. Anthony Loubier, Mr. Frank Polster, Mr. Richard Powell, and Ms. Wendy Ruffle to terms that would expire on June 30, 2021.

## 5. Appointment to Thomas Nelson Community College Local Board

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 Board recommended the reappointment of Mr. Scott VanVoorheese to a new term that would expire on June 30, 2021.

6. Appointment to Williamsburg Area Arts Commission

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

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

7. Appointment to the Williamsburg Regional Library Board of Directors

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 Board recommended the appointment of Ms. Jean Stettler to a new term that would begin on July 1, 2017, and expire on June 30, 2021.

8. Staff Appointment to the WATA Board of Directors

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 Board recommended the reappointment of Mr. Paul Holt to a new term that would expire on June 30, 2021.

9. Staff Appointment - Middle Peninsula Juvenile Detention Commission

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 Board recommended the appointment of Ms. Sharon Day to a term that would begin on July 1, 2017, and expire on June 30, 2019.

**M. ADJOURNMENT**

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

A motion to Adjourn 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 8:05 p.m., Mr. Onizuk adjourned the Board.

---

**Bryan J. Hill, County Administrator**

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 26, 2017**  
**4:00 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. BOARD DISCUSSIONS**

1. Fire Overview

Mr. Hill introduced Mr. Tristan Aiken, Business Manager.

Mr. Aiken addressed the Board with an overview of Fire Department staffing and some career ladder changes that have been put in place this fiscal year, as detailed in the Agenda Packet. He described changes that have been made to meet staffing goals, reduce overtime costs, increase retention and have a more competitive salary structure. For the first time in 60 months, the Fire Department has exceeded its staffing goal and the need for overtime to staff stations has been reduced by more than half.

Mr. Hipple stated that this is not something that has just come up all of a sudden, but is something that has been worked on over a couple of years to allow better management of money and fire personnel and to be staffed fully in order to serve the citizens of James City County. He noted that the changes also allow the Fire Department to recruit better qualified firefighters, which in turn saves money on training. He commended staff on their work in implementing these changes.

Mr. McGlennon asked if the changes have had any impact on response time.

Chief Ryan Ashe, Fire Chief, responded that the changes have not impacted response times because being a 24/7 operation, the equipment is always

staffed; however, previously it was staffed at a higher cost, using more overtime dollars.

Mr. Hill added that 80% of calls are within the Primary Service Area (PSA) and in the Comprehensive Plan it states that the response time within the PSA is six minutes.

Ms. Larson asked what the plan is to keep this going in the future.

Chief Ashe replied that staff is constantly monitoring overtime hours and turnover. Additionally, he meets monthly with fire chiefs in the region to keep up-to-date on what is happening in other localities and the compensation study that is currently underway will help maintain competitive salaries. He also noted that if adjustments need to be made, proposals will be brought to Mr. Hill and the Board.

Mr. Hill reported that an application called Business Intelligence is being worked on to help the Police Department and Fire Department with service calls. He also commented on the holistic approach the County is taking to improve its operations and emphasized the importance of retaining staff to be able to continue providing high quality services to citizens.

## 2. Fire and Police 911 Upgrade

Mr. Hill introduced Chief Ashe and Chief Bradley Rinehimer, Chief of Police, to speak about the County's emergency communications system.

Chief Ashe addressed the Board with an overview of the regional radio system, details of which are included in the Agenda Packet.

Mr. Onizuk asked if there would be any benefit to adding other localities to the link.

Chief Ashe replied that the system requires the same software platform and localities have to be willing to come to the table to negotiate.

Chief Rinehimer addressed the Board with a presentation on the plan for future technologies as included in the Agenda Packet. He described how technology helps staff operate more efficiently and safely, but also leads to new types of crime because as technology changes so do the opportunities for people to take advantage of those technologies. Additionally, with advancements in technology, citizen expectations increase.

Mr. McGlennon asked if new methods have been put in place to utilize the data that officers are collecting with new technology.

Chief Rinehimer described the Law Enforcement Information Exchange (LInX), which allows police departments all over the country access to a searchable database.

Ms. Larson asked how the County can keep up cost-wise with new technology and what kind of costs in general are anticipated.

Chief Rinehimer answered that over time technology prices come down and it will depend on when new technology is acquired. He was unable to give a dollar estimate in terms of anticipated costs for future technology.

Mr. Hill added that the County has to be prepared to handle things as they come up and explained that by striving now to get the infrastructure in place it will not be as big a burden later on. He noted that the goal is to keep ahead of the curve and not fall behind.

Ms. Larson pointed out that it also helps when cost efficiencies are realized to be able to put those funds toward new technology.

Mr. Hill stated that he thinks the Business Intelligence application that is getting ready to be tried will also help analyze and use data to maximize efficiencies.

Chief Rinehimer commented that historically the County has done a good job at keeping up with technology.

Mr. Hill described how other departments in the County are also gaining new technologies.

### 3. Department of Environmental Quality/Hampton Roads Sanitation District

Mr. Hill introduced Mr. Doug Powell, General Manager of the James City Service Authority (JCSA), and Mr. Mike Vergakis, Chief Engineer – Water.

Mr. Powell introduced Mr. Scott Kudlas, Director of the Office of Water Supply, Department of Environmental Quality, and Mr. Ted Henifin, General Manager, Hampton Roads Sanitation District (HRSD).

Mr. Kudlas addressed the Board with information on the health of the groundwater aquifer and the need for JCSA to find an alternative water source.

General discussion ensued regarding private wells, permitted and unpermitted withdrawals and coordinating information with the Health Department.

Mr. Henifin addressed the Board with an overview of the Sustainable Water Initiative for Tomorrow (SWIFT) and the work being done to meet long-term water demands.

General discussion ensued regarding the treatment process, project scope and public education.

At approximately 5:57 p.m., Mr. Onizuk put the Board in recess for a break.

At approximately 6:07 p.m., Ms. Larson reconvened the Board.

Mr. Onizuk was absent for the remainder of the meeting due to another engagement.



4. Dominion Energy

Mr. Hill introduced Mr. David Vanderbloemen, Director of Regional Operation Centers and Emergency Preparedness for Dominion Energy.

Mr. Vanderbloemen addressed the Board with an explanation of the power surge that occurred on September 20 in the Grove and Kingsmill areas and steps that are being taken to ensure this does not happen again.

Mr. McGlennon asked how many customers were impacted.

Mr. Vanderbloemen answered that there are 3,900 customers on the three circuits, but he did not know how many of them were impacted.

Mr. McGlennon asked if there has been any notification to the customers to check to see if they experienced any damage.

Mr. Vanderbloemen indicated that it would be obvious because if they have damage, they would have equipment failure. Additionally, Dominion Energy has issued press releases and done local news station interviews. He also described the claims process that customers will need to follow.

Mr. McGlennon asked for a report of the number of claims that have come up from this event.

Mr. Vanderbloemen replied that he could have the Claims Department forward him a report. The Board thanked Mr. Vanderbloemen for the update.

Mr. Hill summarized the work that is being done by staff to meet the goals of the Strategic Plan and thanked the Board for its support.

**D. CLOSED SESSION**

Absent: Onizuk

At approximately 6:28 p.m., the Board entered into Closed Session.

At approximately 6:48 p.m., the Board re-entered Open Session.

1. Certification of Closed Session

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Larson, McGlennon, Sadler

Absent: Onizuk

2. Consideration of a personnel matter, the appointment of individuals to the Regional Air Service Enhancement Committee (RAISE) pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

The Board generally agreed to continue discussion of this matter until the October 10, 2017, Regular Meeting.

3. Consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

#### **E. ADJOURNMENT**

1. Adjourn until 5 p.m. on October 10, 2017 for the Regular Meeting

A motion to Adjourn was made by Michael Hipple and the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Larson, McGlennon, Sadler

Absent: Onizuk

---

**Bryan J. Hill, County Administrator**

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 10, 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 - Absent  
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 - Peg Boarman, Chair of the Clean County Commission

**E. PUBLIC COMMENT**

1. Ms. Barbara Henry, 141 Devon Road, spoke in remembrance of Ms. Betty Walker and then addressed the Board in regard to an online checkbook register and transparency of government.
2. Mr. Chris Henderson, 101 Keystone, spoke in remembrance of Ms. Betty Walker and offered condolences to the family of Mr. Bob Cline. He then addressed the Board in regard to grass cutting in medians, a master landscape plan for the Route 199 corridor, an online checkbook register, Williamsburg-James City County Public Schools achieving full accreditation and surplus revenue.
3. Mr. James Hubbard, 4196 Haymarket Lane, addressed the Board regarding funding of Williamsburg-James City County Public Schools.

**F. PRESENTATIONS**

1. Clean County Commission Annual Update

Ms. Peg Boarman, Chair of the Clean County Commission, and Ms. Dawn Oleksy, Environmental Coordinator, addressed the Board with an annual update on the Clean County Commission as included in the Agenda Packet.

2. Annual Report Presentation

Mr. Hill addressed the Board with a video presentation of the Annual Report.

Mr. Onizuk reported that the Annual Report video is available for citizens to view on the James City County YouTube channel. He thanked Mr. Hill and the entire team at James City County for all that has been accomplished in the last year.

**G. CONSENT CALENDAR**

Mr. Onizuk announced that Item No. 3, Dedication of the Streets in the Forest Heights Subdivision, was being pulled from the Consent Calendar.

Mr. McGlennon moved that the Consent Calendar be approved with the amended September 12, 2017 minutes included.

1. Minutes Adoption - September 12, 2017 Regular Meeting, December 13, 2016 Work Session, November 22, 2016 Work Session, May 10, 2016 BOS Meeting

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

2. Appointment of Jennifer Hall as a James City County Animal Control Officer

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

3. Dedication of the Streets in the Forest Heights Subdivision

Item pulled from the Agenda. No action was taken.

4. Dedication of a Street in Phase 7-A of the Greensprings West Subdivision

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

5. Dedication of a Street in Section 3 and 6 of Phase 8 of the New Town Subdivision

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

6. Dedication of a Street in Section 2 and 4 of Block 10 of the New Town Subdivision

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

7. Virginia Department of Transportation Project No. UPC 112111. Route 630, Peach Street Paving Project and Amending the FY 18-23 Six-Year Secondary Plan

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

8. Contract Award – Replacement Fire Tanker and Dive Rescue Vehicle – \$768,071

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

## **H. PUBLIC HEARING(S)**

1. SUP-0016-2016, 7-Eleven Convenience Store with Gas Pumps and Drive-Through Restaurant at Quarterpath

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

Mr. Alex Baruch, Planner, addressed the Board with an overview of the staff report, proposed resolution and supporting materials included in the Agenda Packet.

Mr. Heath Richardson, Planning Commission, addressed the Board with a report on the Planning Commission's approval of the proposal.

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

1. Mr. Vernon Geddy, 1177 Jamestown Road, spoke on behalf of the applicant as well as 7-Eleven and Quarterpath at Williamsburg and offered to answer any questions the Board might have.
2. Mr. Chris Henderson, 101 Keystone, addressed the Board in favor of the application with one concern regarding the condition that the applicant install a median on Pocahontas Trail. In his opinion, there is no need for a median that would impede traffic flow in and out of the site.

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

2. SUP-0028-2016, Solar Electrical Generation Facility at Norge

A motion to Remand this case back to the Planning Commission was made by Ruth Larson and the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

Mr. Paul Holt, Director of Planning, briefed the Board on the applicant's decision to further investigate the feasibility of using a different entrance to the project. Rather than using Farmville Lane, the applicant has started to work with the Virginia Department of Transportation on the possibility of using Old Church Road. He reported that County staff will need time to research the request and will re-advertise. Since this request would mean a substantive change to the application, he noted that the Board might want to remand the application back to the Planning Commission for its consideration at the December 6, 2017 meeting.

Mr. McGlennon asked if the remand would come tonight.

Mr. Holt indicated that it would.

Mr. Onizuk opened the Public Hearing.

Mr. Onizuk noted that the two registered speakers for this case have decided to hold their comments until it comes back before the Board; therefore, Mr. Onizuk closed the Public Hearing.

## **I. BOARD CONSIDERATION(S)**

1. FY2017 School Year-End Spending Plan Appropriation \$584,088

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

Ms. Suzanne Mellen, Director of Financial and Management Services, addressed the Board with an overview of the proposed resolution included in the Agenda Packet.

Mr. McGlennon noted that in reviewing the materials submitted, it appears that actually the school bus replacement plan is running slightly ahead and asked for confirmation that there are no new replacement buses planned for the coming budget year.

Ms. Christina Berta, Chief Financial Officer, Williamsburg-James City County Public Schools, reported there were no replacement buses included in the FY 18 budget; however, 12 buses will be due under the current replacement cycle for FY 19. She noted that in an effort to be proactive, the request for appropriation includes four replacement buses.

Mr. McGlennon asked if in the next budget cycle there would be a reduction in the original proposal.

Ms. Berta confirmed that there would be a reduction from ten replacement buses to six that would be requested in the next budget cycle.

Mr. Onizuk inquired on the status of the bus driver shortage.

Dr. Olwen Herron, Superintendent for Williamsburg-James City County Public Schools, reported that currently there is a shortage of approximately 10 bus drivers; however, several people are going through training at this time and four drivers were appointed last week.

Ms. Larson asked Dr. Herron for confirmation that bus driver shortages is a nationwide problem and asked with a new school coming on board if discussions are already underway on how to address the issue.

Dr. Herron affirmed that it is a nationwide problem and noted that the school system is working on it all the time through advertising for new drivers and looking at ways to retain current drivers.

Mr. Onizuk commented that as a parent who has had children attending Clara Byrd Baker for probably at least the last decade it is probably well-timed that the cafeteria tables be replaced.

Ms. Larson thanked Ms. Berta for her service to the schools and wished her best of luck in her new job.

## 2. Regulation of Congregate Living Homes

A motion to inform the Planning Commission to discontinue any further consideration of changes to the County Code relating to congregate living homes was made by Michael Hipple and the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

Mr. Kinsman addressed the Board regarding the legal implications of regulating congregate living homes (i.e., group homes, Oxford Houses, etc.) with a summary of the memorandum included in the Agenda Packet. He stated that he cannot think

of any laws that the Board could pass that would withstand legal muster and make any appreciable change in the fact that Oxford Houses are choosing to locate in residential neighborhoods. He recommended that the Board move that the Planning Commission discontinue any further consideration of ordinance amendments to address this. He noted that the Board had requested that he write a letter to Oxford Homes requesting that it self-impose restrictions and indicated that he will do so in the coming week and copy the Board Chair.

Mr. Onizuk commented that he believes this has been part of the legislative agenda and that the legislators in Richmond can have an impact on this situation.

Mr. Kinsman remarked that the Federal Fair Housing Act makes individuals who are recovering from chemical dependencies in a home like this a protected class, so really it is pretty difficult to navigate any legal implications of attempting to regulate it. He reported that last year James City County and Williamsburg made identical requests for legislation to place limitations on what types of people are allowed in these particular facilities, but the legislation did not fare very well and was dropped.

Mr. Onizuk observed that this is a challenge that is being faced at state level as well.

Mr. Kinsman confirmed this.

Mr. Onizuk noted that a lot of these homes are located in his district and many citizens have spoken on this topic, and while the Board is aware of the concerns and will assist in any way that it can, its legal capacity to change anything is very limited.

Mr. Hipple clarified that Oxford Homes does not actually own the houses it uses, but rents them from homeowners.

## **J. BOARD REQUESTS AND DIRECTIVES**

Ms. Larson announced on Ms. Sadler's part that Chickahominy Community Day is scheduled for Saturday, October 28, starting with a parade at 10 a.m. followed by activities, lunch and a talent extravaganza at the park. The festivities end at 4 p.m. and the entire community is invited to come and join the fun. She then reported on some of the activities she has participated in over the last few weeks including Jamestown Jams last Friday. She thanked staff for putting together Jamestown Jams and reported that this was a great thing for the season. She remarked that she was glad to see the area put to such use, that people are really excited about it and she hopes to see more events in the future. She stated that she and Mr. Hipple worked at the Food Bank on Elected Officials Day and she encouraged citizens to donate to food drives if they can because there are people going hungry in our area.

Mr. Hipple commented that helping out at the Food Bank on Elected Officials Day was a wonderful experience. He remarked that it is sad that there are children who are being provided meals during the week at school, but go home on the weekend and do not have what they need. He also wished his son, Sam, a happy 15th birthday. He thanked the citizens of James City County for their hospitality as



he has gone around visiting door-to-door and looks forward to serving on the Board for another four years.

Mr. McGlennon offered his condolences to the family of Ms. Betty Walker and observed that it was clear that she had a very strong passion for providing information to her fellow citizens as she made a special effort to attend Board meetings and express her opinions in good grace and humor. He reported on his attendance at the dedication of the new Virginia Department of Veterans Services office at the Dillard Complex on the campus of the College of William & Mary, noting that the facility is going to be very useful for the large veteran population in the area.

Mr. Onizuk wished Ms. Larson a happy birthday. He thanked James City County staff for a great Jamestown Jams season, acknowledging that they worked very diligently to put it together and provided a lot of volunteer hours. He also thanked the citizens for coming out and having a blast in a family friendly, safe environment. He echoed Mr. McGlennon's sentiments regarding the loss of Ms. Betty Walker and expressed his sympathy for the passing of Mr. Bob Cline, recognizing that he was a very avid supporter of James City County. He commented that there are a lot of fun things to do in James City County in the fall and coming up in December there will be tons of fantastic Christmas things to see and do, noting that it's still a great time to visit seven days a week.

## **K. REPORTS OF THE COUNTY ADMINISTRATOR**

Mr. Hill recognized the great job of staff and volunteers, especially Ms. Laura Messer, Event Coordinator, in organizing Jamestown Jams, remarking that this year's attendance eclipsed 3,200. He thanked the residents for coming out and noted that he is excited how the County is rolling into next year as well as having Billsburg Brewery opening soon. He referred the Board members to his monthly report and offered to answer any questions.

Mr. Hill made the following announcements for upcoming events in the County:

### **Household Chemical Collection and Computer Recycling**

Saturday, October 14, 8 a.m. to 12 p.m., Warhill High School parking lot

### **Prescription Drug Takeback Initiative**

October 28, 10 a.m. to 2 p.m., County Law Enforcement Center

Potentially dangerous, expired, unused and unwanted prescription drugs will be collected for proper disposal.

### **Trick or Treat**

October 31, 6-8 p.m., children 12 and under

Police would like to remind anyone who will be driving to watch for children Trick or Treating as they might forget to watch out for you.

Mr. Hill thanked Ms. Jody Puckett, retired Communications Director, for her 22 years of service in James City County.

Mr. Onizuk asked when the Billsburg Brewery grand opening is scheduled to happen.

Mr. Hill replied that he believes it is October 27.

At approximately 6:07 p.m., Mr. Onizuk recessed the Board of Supervisors in order to conduct the Board of Directors meeting.

At approximately 6:09 p.m., Mr. Onizuk reconvened the Board of Supervisors.

## **L. CLOSED SESSION**

Mr. Kinsman notified the Board that Ms. Sadler would like to participate in the Closed Session by telephone. According to the Board's adopted Remote Participation Policy, the Board must make a motion and vote to allow Ms. Sadler to participate telephonically from her home because she is ill and unable to attend the meeting.

A motion to Authorize was made by Michael Hipple and the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.

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

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

At 6:10 p.m., the Board entered into Closed Session and Ms. Sadler joined the discussion telephonically.

At 6:25 p.m., the Board re-entered Open Session.

### **1. 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, Sadler, McGlennon, Onizuk

### **2. Consideration of a personnel matter, the appointment of individual(s) to the Peninsula Airport Commission (PAC) pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia**

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, Sadler, McGlennon, Onizuk

The Board recommended that Mr. McGlennon be appointed to serve on the Peninsula Airport Commission.

3. Consideration of a personnel matter, the appointment of individual(s) to fill a vacancy on the Planning Commission, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

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, Sadler, McGlennon, Onizuk

The Board recommended that Ms. Felice Pete be appointed to fill the balance of the unexpired term on the Planning Commission that expires on January 31, 2018.

4. Consideration of a personnel matter, the appointment of individual(s) to the Community Action Agency (CAA) pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

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, Sadler, McGlennon, Onizuk

The Board recommended that Ms. Sadler be appointed to the Community Action Agency Board of Directors for a term that will expire on September 25, 2022.

## **M. ADJOURNMENT**

1. Adjourn until 4 pm on October 24, 2017 for the Work Session

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Larson, Hipple, McGlennon, Onizuk

Absent: Sadler

At 6:28 p.m., Mr. Onizuk adjourned the Board.

---

**Bryan J. Hill, County Administrator**

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

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Resolution to Request a Seat on the Peninsula Airport Commission

---

**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	reso	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	10/17/2017 - 8:29 AM
Publication Management	Trautman, Gayle	Approved	10/17/2017 - 8:53 AM
Legal Review	Kinsman, Adam	Approved	10/17/2017 - 8:54 AM
Board Secretary	Fellows, Teresa	Approved	10/17/2017 - 9:04 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:08 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:14 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Resolution to Declare a Need for James City County Participation in the Peninsula Airport Commission and to Appoint John J. McGlennon as a Commissioner

---

At its meeting on October 10, members of the Board of Supervisors (the “Board”) indicated a desire to appoint Mr. John J. McGlennon to be the County’s representative to the Peninsula Airport Commission (the “Commission”). Pursuant to the 1971 Acts of the Assembly, the Board must first adopt a Resolution declaring a need for its participation on the Commission. The participation must then be approved by the Commission and the participating political subdivisions must consent to such participation.

If the Board desires to participate on the Commission (subject to approval) and to appoint Mr. McGlennon as its representative, it should adopt the attached Resolution.

ARK/gt  
PenAirportComm-mem

Attachment

## RESOLUTION

### TO DECLARE A NEED FOR JAMES CITY COUNTY PARTICIPATION IN THE PENINSULA

### AIRPORT COMMISSION AND TO APPOINT JOHN J. MCGLENNON AS A COMMISSIONER

WHEREAS, Chapter 22 of the 1946 Acts of Assembly created the Peninsula Airport Commission (the "Commission") and Chapter 134 of the 1971 Acts of Assembly provided that James City County (the "County") may participate on the Commission if the Board of Supervisors adopts a Resolution declaring that there is a need for its participation in the Commission and if the terms of the County's participation are approved by the Commission, together with the consent of the governing body of the participating political subdivisions; and

WHEREAS, the County's participation in the Commission would allow the appointment of one County representative to serve as a Commissioner.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, this 14th day of November, 2017, that the Board does hereby resolve and declare that there is a need for the County to participate on the Peninsula Airport Commission.

BE IT FURTHER RESOLVED that, subject to the County's participation on the Commission being approved, Mr. John J. McGlennon is hereby appointed as the James City County representative to serve on the Peninsula Airport Commission.

\_\_\_\_\_  
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 14th day of November, 2017.

PenAirportComm-res

**AGENDA ITEM NO. G.3.**

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth Attorney

SUBJECT: Grant Award - Commonwealth Attorney - Victim's Witness Program - \$179,667

---

**ATTACHMENTS:**

	Description	Type
▣	MEMORANDUM	Cover Memo
▣	RESOLUTION	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Financial Management	Mellen, Sue	Approved	11/3/2017 - 8:55 AM
Publication Management	Burcham, Nan	Approved	11/3/2017 - 9:12 AM
Legal Review	Kinsman, Adam	Approved	11/3/2017 - 9:15 AM
Board Secretary	Fellows, Teresa	Approved	11/3/2017 - 9:16 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:08 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:13 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Nathan R. Green, Commonwealth Attorney

SUBJECT: Grant Award – Commonwealth Attorney – Victim’s Witness Program – \$179,667

---

The Commonwealth Attorney has been awarded a \$179,667 grant (federal share \$134,750; state share \$44,917) from the Victim’s Witness Grant Program through the State Department of Criminal Justice Services. The Grant will fund the personnel costs for the continuation of three positions to provide comprehensive information and direct services to crime victims and witnesses. The Commonwealth Attorney has been successful in obtaining this grant for more than 12 years, and plans to apply for this grant in the future.

The attached resolution appropriates these funds to the Special Projects/Grants Fund through June 30, 2018.

Staff recommends approval of the attached resolution.

NRG/gt  
GA-FY18VictimsWitns-mem

Attachment



## RESOLUTION

### GRANT AWARD – COMMONWEALTH ATTORNEY –

### VICTIM’S WITNESS GRANT PROGRAM – \$179,667

WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$179,667 federal grant from the Victim’s Witness Grant Fund (federal share \$134,750; state share \$44,917) through the State Department of Criminal Justice Services; and

WHEREAS, this grant would fund the personnel costs for the continuation of three full-time equivalent positions; and

WHEREAS, these positions provide comprehensive information and direct services to crime victims and witnesses beginning July 1, 2017, through June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the Special Projects/Grants Fund for FY 18 purposes described above:

Revenues:

Victim Witness Department of Criminal Justice Services (DCJS) Federal Revenue	\$134,750
Victim Witness Department of Criminal Justice Services (DCJS) State Revenue	<u>44,917</u>
Total	<u>\$189,015</u>

Expenditure:

Victim Witness	<u>\$189,015</u>
Total	<u>\$189,015</u>

\_\_\_\_\_  
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>
MC GLENNON	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this day 14th day of November, 2017.

GA-FY18VictimsWitns-res

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Roberta Sulouff, Senior Planner & Lauren White, Planner

SUBJECT: Virginia Department of Transportation, Transportation Alternatives Program – Fiscal Years 2019-2020

---

**ATTACHMENTS:**

	Description	Type
▣	Staff Memorandum	Backup Material
▣	Resolution for Norge Depot Caboose Restoration	Resolution
▣	Resolution for Clara Byrd Baker Elementary School SRTS Infrastructure	Resolution
▣	Norge Caboose Location Map	Backup Material
▣	Norge Caboose Site Photos	Backup Material
▣	Clara Byrd Baker Elementary School SRTS Project Map	Backup Material
▣	Letter of Support, W-JCC Schools Exhibit	

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	10/27/2017 - 4:38 PM
Development Management	Holt, Paul	Approved	10/27/2017 - 4:38 PM
Publication Management	Trautman, Gayle	Approved	10/27/2017 - 5:02 PM
Legal Review	Kinsman, Adam	Approved	11/1/2017 - 10:19 AM
Board Secretary	Fellows, Teresa	Approved	11/1/2017 - 10:27 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:10 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:15 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Roberta Sulouff, Senior Planner  
Lauren White, Planner

SUBJECT: Virginia Department of Transportation, Transportation Alternatives Program – Fiscal Years 2019-2020

---

The Virginia Department of Transportation (VDOT) has invited localities to participate in the FY 2019-2020 Transportation Alternatives Program (TA), which helps localities' community-based projects that expand non-motorized transportation choices and enhancements. The TA program is now a set-aside portion of the federally funded Surface Transportation Block Grant, which was enabled by the passage of the Fixing America's Surface Transportation (FAST) Act in December 2015. The FAST Act, identifies four categories of eligibility for this competitive program:

- Transportation Alternatives – *Comprised of 10 qualifying activities, including historic preservation and rehabilitation of historic transportation facilities*
- Safe Routes to School (SRTS)
- Boulevards in Former Interstate System Routes
- Recreational Trails

The TA program provides federal transportation funds to reimburse up to 80% of costs for qualifying projects, requiring only a 20% match for project costs from local dollars. In recent years, the County has used funding procured through TA grants for projects such as the Norge Depot, SRTS infrastructure at James River Elementary School and sidewalk improvements in Toano. This year, staff is recommending two projects for the Board's consideration: 1) Norge Depot Caboose Restoration; and 2) Clara Byrd Baker Elementary School SRTS Infrastructure. These projects support Strategic Plan Goal No. 3 to modernize infrastructure, Goal No. 4 to enhance the built environment and Goal No. 5 for a fiscally efficient government.

### Norge Depot Caboose Restoration

The first project, the Norge Depot Caboose Restoration Project, is a Norge Depot Association project sponsored by James City County. This project is eligible for the TA program under the Transportation Alternatives/Historic Preservation criteria of the FAST Act. The Norge Depot Caboose, Georgia Railroad No. 2857, was built in 1925 and donated to James City County in 2013. The caboose currently sits on the train tracks outside the Norge Depot (see Attachment Nos. 3 and 4). The Norge Depot Association plans to restore the caboose to its original appearance through structural repairs such as window, door, floor and wall replacements. Once restored, the caboose will be open to the public to showcase local transportation history.

The total project cost is estimated at \$80,654, with TA funding covering \$54,323. The Norge Depot Association, on behalf of James City County, has secured additional funding to cover approximately \$12,750 for repairs associated with this project and would be responsible for the 20% local match of \$13,581. The Association has plans to secure in-kind contributions to cover the match.

Clara Byrd Baker Elementary School SRTS Infrastructure

The second project, Clara Byrd Baker Elementary School SRTS Infrastructure, proposes a variety of improvements in the Five Forks area and in and around the Clara Byrd Baker Elementary School site. This project arose from citizen concerns for the safety of families trying to access the school site from surrounding neighborhoods. Local SRTS staff received a mini-grant from VDOT to work with a consultant to conduct a walkabout study of the area in November 2016. The study included active participation from stakeholders, including parents of schoolchildren, school staff, SRTS staff, representatives from VDOT and County Planning staff. The resulting report identified key barriers and issues with infrastructure in and around the school, and recommended improvements to those areas, which formed the basis of this TA application.

Planning staff worked with staff from VDOT and local SRTS staff to identify which of the study's recommendations could best be built into a TA program request. The improvements identified are located in three distinct areas at and around the school: 1) the school site proper; 2) the sidewalk and crossing of Ironbound Road directly to the south of the school property; and 3) sidewalk and crossing infrastructure at the Five Forks intersection (see Attachment No. 5). The improvements subject to this application include Americans with Disabilities Act and connectivity upgrades to the school entrance and parking areas, a paved pedestrian connection to the Powhatan Creek Trail, a sidewalk and crosswalk to safely connect the school site to the west side of Ironbound Road, connections to existing sidewalk infrastructure in the Five Forks area and a crosswalk at the intersection of John Tyler Highway and Ironbound Road to connect existing pedestrian accommodations (see Attachment No. 3).

The total cost of the proposed improvements, including project administration, preliminary engineering, right-of-way and construction is estimated at \$452,346. The County and the Williamsburg-James City County School Division would share the cost of the 20% match, with the School Division providing the match for the project area at the school site (\$20,456) and the County providing the match for portions of the project along Ironbound Road and John Tyler Highway (\$70,014). The County's proposed contribution is already programmed in the County's FY 18-22 Capital Improvements Program.

Staff recommends the adoption of the attached resolutions, which will authorize the County to participate in the FY 2019-2020 Transportation Alternatives Program.

RS/LW/gt  
TA-FY19-20-mem

Attachments:

1. Resolution for Norge Depot Caboose Restoration
2. Resolution for Clara Byrd Baker Elementary School SRTS Infrastructure
3. Norge Caboose Location Map
4. Norge Caboose Site Photos
5. Clara Byrd Baker Elementary School SRTS Project Map
6. Letter of Support, W-JCC Schools

## RESOLUTION

### VIRGINIA DEPARTMENT OF TRANSPORTATION

#### TRANSPORTATION ALTERNATIVES PROGRAM – FISCAL YEARS 2019-2020

#### NORGE DEPOT CABOOSE RESTORATION PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) establish a Transportation Alternatives Program project to be administered by James City County.

NOW, THEREFORE, BE IT RESOLVED that James City County requests the Commonwealth Transportation Board to establish a project for the Norge Depot Caboose Restoration Project.

BE IT FURTHER RESOLVED that James City County hereby commits to provide a minimum 20% matching contribution for this project and any additional funds necessary to complete the project.

BE IT FURTHER RESOLVED that James City County hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right-of-way acquisition and construction of a federally funded transportation project.

BE IT FURTHER RESOLVED that James City County will be responsible for maintenance and operating costs of any improvement/facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED that if James City County subsequently elects to cancel this project, James City County hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. James City County also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

BE IT FURTHER RESOLVED that James City County's Board of Supervisors hereby grants authority for the County Administrator to execute project agreements for any approved Transportation Alternatives Program projects for Fiscal Years 2019-2020.

---

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 14th day of November, 2017.

TA-Caboose-res

## **RESOLUTION**

### **VIRGINIA DEPARTMENT OF TRANSPORTATION**

#### **TRANSPORTATION ALTERNATIVES PROGRAM – FISCAL YEARS 2019-2020**

#### **CLARA BYRD BAKER ELEMENTARY SCHOOL**

#### **SAFE ROUTES TO SCHOOL INFRASTRUCTURE**

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) establish a Transportation Alternatives Program project to be administered by James City County.

NOW, THEREFORE, BE IT RESOLVED that James City County requests the Commonwealth Transportation Board to establish a project for the Clara Byrd Baker Elementary School Safe Routes to School Infrastructure.

BE IT FURTHER RESOLVED that James City County hereby commits to provide a minimum 20% matching contribution for this project and any additional funds necessary to complete the project.

BE IT FURTHER RESOLVED that James City County hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right-of-way acquisition and construction of a federally funded transportation project.

BE IT FURTHER RESOLVED that James City County will be responsible for maintenance and operating costs of any improvement/facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED that if James City County subsequently elects to cancel this project, James City County hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. James City County also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

BE IT FURTHER RESOLVED that James City County's Board of Supervisors hereby grants authority for the County Administrator to execute project agreements for any approved Transportation Alternatives Program projects for Fiscal Years 2019-2020.

---

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 14th day of November, 2017.

TA-CIByrdBkr-res



# Norge Depot Current Caboose Location



Copyright Commonwealth of Virginia. The data contained herein are the property of the Commonwealth of Virginia. Distribution of any of these data to anyone not licensed by the Commonwealth is strictly prohibited.

0 100 200  
Feet



## Norge Depot Caboose Site Photos





Norge Depot Caboose Site Photos



## Norge Depot Caboose Site Photos





# SRTS TAP Application







## Williamsburg-James City County Public Schools

### School Board & Central Office

P.O. Box 8783 • Williamsburg, VA 23187

Phone: (757) 603-6400 | [wjccschools.org](http://wjccschools.org)

#### WJCC School Board

October 26, 2017

Kyra Cook  
Chair

City of Williamsburg

Holly A. Taylor, M.S.Ed.  
Vice Chair  
Stonehouse District

Julie Y. Hummel, M.Ed.  
Parliamentarian  
City of Williamsburg

James W. Beers, Ph.D.  
Roberts District

Jim Kelly, PE  
Jamestown District

Lisa Ownby, M.S.W.  
Powhatan District

Sandra S. Young, M.S.Ed.  
Berkeley District

**Superintendent**  
Olwen E. Herron, Ed.D.

To Whom It May Concern,

Williamsburg-James City County Public Schools is pleased to continue a relationship with James City County as we partner to submit a Transportation Alternatives Program (TAP) Grant to address the needs of the community of Clara Byrd Baker Elementary School. This grant is very valuable to the continuing efforts of the WJCC Safe Routes to School Grant Program to provide a safe, enjoyable and accessible walking and bicycling environment for WJCC students and for surrounding communities to benefit from the added sense of community that comes from increased interaction among citizens.

WJCC will commit 20% of the cost of the school site section of the infrastructure improvements outlined in the TAP Grant. The current estimates that were generated by the VDOT Walkabout study put this commitment at roughly \$19,900. By committing these funds, WJCC will not only make the entrance to Clara Byrd Baker ADA-Compliant, but will also create the infrastructure improvements necessary to meet the needs of the Clara Byrd Baker community.

In closing, I would like to say that I'm proud that WJCC and James City County have embraced this project.

Sincerely,

Olwen E. Herron, Ed. D.  
Superintendent, Williamsburg-James City County Schools

**AGENDA ITEM NO. G.5.****ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Bradley J. Rinehimer, Chief of Police

SUBJECT: Grant Award - Naloxone for Law Enforcement - \$2,025

---

**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Police	Rinehimer, Bradley	Approved	10/23/2017 - 8:57 AM
Police	Rinehimer, Bradley	Approved	10/23/2017 - 8:58 AM
Publication Management	Trautman, Gayle	Approved	10/23/2017 - 9:12 AM
Legal Review	Kinsman, Adam	Approved	10/23/2017 - 2:51 PM
Board Secretary	Fellows, Teresa	Approved	10/23/2017 - 2:53 PM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:08 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:14 AM

## MEMORANDUM

DATE: November 14, 2017  
TO: The Board of Supervisors  
FROM: Bradley J. Rinehimer, Chief of Police  
SUBJECT: Grant Award - Naloxone for Law Enforcement - \$2,025

---

The James City County Police Department has been awarded a continuation grant for Naloxone for Law Enforcement from the Virginia Department of Criminal Justice Services for \$2,025 for the purchase of Naloxone. This continuation grant allows the Department to purchase additional devices to replace used or outdated devices.

Naloxone is an FDA approved nasal spray intended for immediate administration during a heroin/opioid overdose. The grant funds are to be used to purchase approximately 54 Naloxone devices to be distributed to patrol officers to use should they encounter potential victims of heroin/opioid overdoses. Law enforcement officers are often first on the scene of an emergency and having the ability to administer Naloxone in a timely manner can improve a patient's chances of survival.

Staff recommends adoption of the attached resolution to appropriate funds.

BJR/nb  
GA-NaloxoneSpray-mem

Attachment



## RESOLUTION

### GRANT AWARD - NALOXONE FOR LAW ENFORCEMENT - \$2,025

WHEREAS, the James City County Police Department has been awarded a continuation grant for Naloxone for Law Enforcement from the Virginia Department of Criminal Justice Services (DCJS) for \$2,025 for the purchase of Naloxone; and

WHEREAS, the grant requires no match; and

WHEREAS, the funds are to be used to purchase approximately 54 Naloxone devices to be distributed to patrol officers to use should they encounter potential victims of heroin/opioid overdoses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation amendment to the Special Projects/Grants Fund:

Revenue:

DCJS - Naloxone continuation	<u>\$2,025</u>
------------------------------	----------------

Expenditure:

DCJS - Naloxone continuation	<u>\$2,025</u>
------------------------------	----------------

---

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 14th day of November, 2017.

GA-NaxoloneSpray-res

**ITEM SUMMARY**

DATE: 11/14/2017

TO: Board of Supervisors

FROM: Barry E. Moses, Capital Projects Coordinator

SUBJECT: Consideration of contract award of \$120,760 to Environmental Quality Resources, LLC for the Oxford Road Stream Restoration

---

**ATTACHMENTS:**

	Description	Type
▣	Cover Memo	Cover Memo
▣	Resolution	Cover Memo
▣	Exhibit	Cover Memo
▣	Existing Conditions Photo1	Cover Memo
▣	Existing Conditions Photo2	Cover Memo
▣	Existing Conditions Photo3	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Moses, Barry	Approved	10/26/2017 - 4:38 PM
General Services	Boone, Grace	Approved	10/27/2017 - 4:12 PM
Publication Management	Trautman, Gayle	Approved	10/27/2017 - 4:29 PM
Legal Review	Kinsman, Adam	Approved	11/1/2017 - 10:17 AM
Board Secretary	Fellows, Teresa	Approved	11/1/2017 - 10:23 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:09 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:14 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Barry E. Moses, Capital Projects Coordinator

SUBJECT: Contract Award - Oxford Road Stream Restoration - \$120,760

---

The Oxford Road Stream Restoration will repair drainage infrastructure and protect property and sewer infrastructure by stabilizing erosion in an area of the County which has highly erodible soils and runoff from upstream development that was created prior to current, more stringent, stormwater management requirements. The project flows northeast to southwest from the eroded outfall of the La Fontaine stormwater pond outfall, across an exposed James City Service Authority water main and 450 linear feet of eroded stream channel. The Oxford Road Stream Restoration is located in the Mill Creek Watershed and is identified as a priority restoration in the Mill Creek Watershed Management Plan. The goal of the design is to create a channel with a stable pattern, profile and dimension and stabilize actively eroding banks. Streambank stabilization structures will be employed in the stream restoration. Invasive plants will be removed and replaced with native trees, shrubs and herbaceous vegetation. All necessary permits and/or approvals have been obtained for the project.

A two-step Invitation for Bids was publicly advertised. Step 1 required the submittal of a Technical Bid Form primarily to demonstrate the bidder has completed a minimum of two projects of similar size and type. Step 2 was to open the Bid Form if the technical bid requirements were met.

The following six qualified firms submitted bids to be considered for contract award:

<u>Firm</u>	<u>Amount</u>
Environmental Quality Resources, LLC	\$120,760.00
HGS, LLC dba Angler Environmental	\$159,864.00
Finish Line Construction, Inc.	\$199,817.13
River Works, Inc.	\$206,022.00
Gilley Construction, Inc.	\$217,452.50
Wright Contracting, LLC	\$220,500.00

Environmental Quality Resources, Inc., has performed satisfactory work for James City County in the past and was determined to be the lowest qualified, responsive and responsible bidder. This project is part of the approved Capital Improvements Program budget and \$154,863 of Stormwater Local Assistance grant funds are also available to fund this project.

Staff recommends approval of the attached resolution authorizing the contract award to Environmental Quality Resources, LLC.

BEM/gt  
CA-OxfordRdRest-mem

Attachments

**RESOLUTION**

**CONTRACT AWARD - OXFORD ROAD STREAM RESTORATION - \$120,760**

WHEREAS, the James City County General Services Division received competitive bids for the Oxford Road Stream Restoration; and

WHEREAS, six bids were considered for award and Environmental Quality Resources, Inc., was the lowest qualified, responsive and responsible bidder; and

WHEREAS, previously authorized Capital Improvements Program budget funds and Stormwater Local Assistance Funds are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$120,760 to Environmental Quality Resources, LLC, for the Oxford Road Stream Restoration project.

\_\_\_\_\_  
Kevin D. Onizuk  
Chairman, Board of Supervisors

ATTEST:

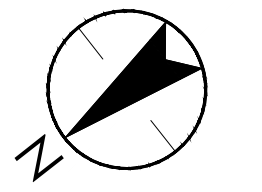
\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	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 14th day of November, 2017.

CA-OxfordRdRest-res





RIVERSIDE  
DIAGNOSTIC CENTER

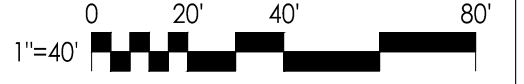
STORMWATER  
BMP

PROPOSED STREAM  
CHANNEL RESTORATON

COLLINGTON COURT

OXFORD ROAD

OXFORD ROAD

















**AGENDA ITEM NO. G.7.****ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater and Resource Protection

SUBJECT: Dedication of the Streets in the Forest Heights Subdivision

---

**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution
▣	AM-4.3	Exhibit
▣	Map	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Engineering & Resource Protection	Geissler, Fran	Approved	10/27/2017 - 1:00 PM
Development Management	Holt, Paul	Approved	10/27/2017 - 1:08 PM
Publication Management	Trautman, Gayle	Approved	10/27/2017 - 1:31 PM
Legal Review	Kinsman, Adam	Approved	11/1/2017 - 10:18 AM
Board Secretary	Fellows, Teresa	Approved	11/1/2017 - 10:21 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:10 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:13 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater and Resource Protection

SUBJECT: Dedication of the Streets in the Forest Heights Subdivision

---

Attached is a resolution requesting acceptance of the streets in the Forest Heights Subdivision, which are proposed as public right-of-ways into the secondary system of state highways. The streets proposed for acceptance are Forest Heights Road and Benefit Lane and are shown in red on the attached map. The streets have been inspected and approved by representatives of the Virginia Department of Transportation (VDOT) as meeting the minimum requirements for secondary roadways.

VDOT's Secondary Street Acceptance Requirements (SSAR), effective March 2009 and updated December 2011, outline processes on how streets are designed, constructed and officially accepted for maintenance as part of the secondary system of state highways. Upon the satisfactory completion of construction of streets, VDOT advises and coordinates with the local governing body of the street's readiness for acceptance through the use of VDOT's Form AM-4.3. As part of the initial acceptance process, the County Board of Supervisors must request, by resolution, that VDOT accept the street for maintenance as part of the secondary system of state highways. Administrative procedures outlined in SSAR/24VAC30-92-70 lists criteria for street acceptance and what information is required on the local resolution. Once the resolution is approved, the signed Form AM-4.3 and the resolution are then returned to VDOT. VDOT then officially notifies the locality of the street's acceptance into the secondary system of state highways and the effective date of such action. This notification serves as the start of VDOT maintenance responsibility. As part of the process, the County will hold an appropriate amount of subdivision or public improvement surety for the roadway, as required by local ordinances, until the acceptance process is complete. Also, within 30 days of the local governing body's request (resolution), VDOT requires a maintenance surety to be posted by the developer to guarantee performance of the street for one year from the date of acceptance.

Staff recommends the adoption of the attached resolution.

FCG/gt  
ForestHtsStDed-mem

Attachments

## RESOLUTION

### DEDICATION OF THE STREETS IN THE FOREST HEIGHTS SUBDIVISION

WHEREAS, the streets described on the attached Virginia Department of Transportation (VDOT) Form AM-4.3 for the Forest Heights Subdivision, fully incorporated herein by reference, are shown on plats recorded in the office of the James City County Clerk of the Circuit Court; and

WHEREAS, the Residency Administrator for VDOT advised the Board that the streets meet the Secondary Street Acceptance Requirements (SSAR) of VDOT; and

WHEREAS, the County and VDOT entered into an agreement on July 1, 1994, for comprehensive stormwater detention, which applies to this request for addition.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to add the streets described in the attached VDOT Form AM-4.3 for the Forest Heights Subdivision to the secondary system of state highways, pursuant to §33.2-705 of the Code of Virginia and VDOT's SSAR.

BE IT FURTHER RESOLVED that the Board of Supervisors guarantees the performance of the streets requested herein to become part of the secondary system of state highways for a period of one year from the date of acceptance of the referenced streets by VDOT into the secondary system of state highways. James City County will completely reimburse all costs incurred by VDOT to repair any faults in the workmanship or materials of the referenced streets and related drainage facilities as determined exclusively by VDOT.

BE IT FURTHER RESOLVED that the Board of Supervisors guarantees clear and unrestricted right-of-ways as described and any necessary easements for cuts, fills and drainage.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Residency Administrator for VDOT.

\_\_\_\_\_  
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 14th day of November, 2017.

ForestHtsStDed-res

In the County of James City

By resolution of the governing body adopted November 14, 2017

*The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.*

A Copy Testee

Signed (County Official): \_\_\_\_\_

---

## Report of Changes in the Secondary System of State Highways

---

### **Project/Subdivision Forest Heights Neighborhood**

#### **Type Change to the Secondary System of State Highways:**

#### **Addition**

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

---

#### **Street Name and/or Route Number**

##### **◆ Benefit Lane, State Route Number 1043**

Old Route Number: 0

- 
- From: Forest Heights Road (Route 1042)

To: Neighbors Drive (Route 1044), a distance of: 0.06 miles.

Recordation Reference: Inst. #160003088

Right of Way width (feet) = 50

#### **Street Name and/or Route Number**

##### **◆ Forest Heights Road, State Route Number 1042**

Old Route Number: 0

- 
- From: Benefit Lane (Route 1043)

To: "Y" Turn around, a distance of: 0.14 miles.

Recordation Reference: Inst. #160003088

Right of Way width (feet) = 50

#### **Street Name and/or Route Number**

##### **◆ Forest Heights Road, State Route Number 1042**

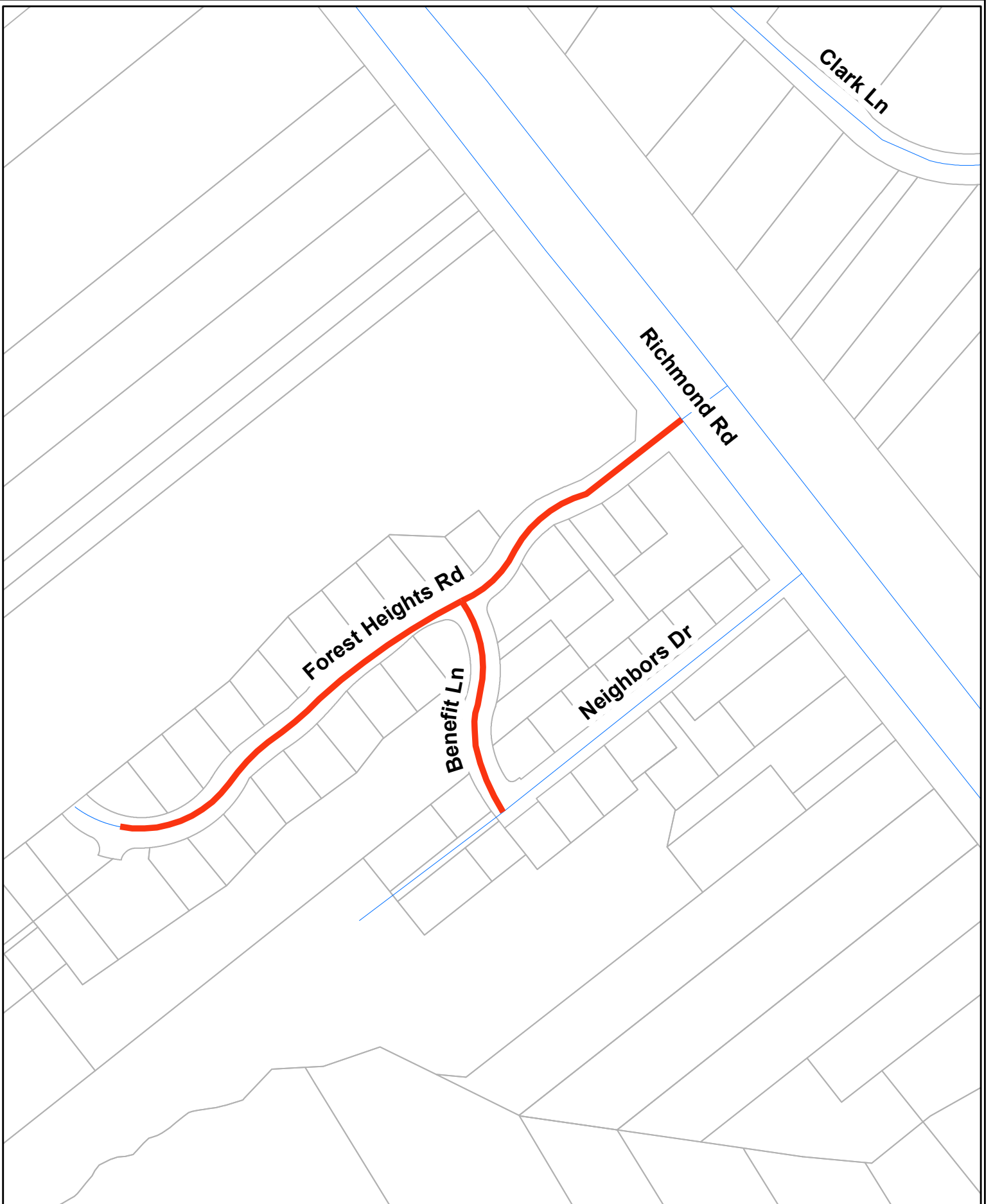
Old Route Number: 0

- 
- From: Richmond Road (Route 60)

To: Benefit Lane (Route 1043), a distance of: 0.08 miles.


Recordation Reference: Inst. #160003088

Right of Way width (feet) = 50



## Dedication of the Streets in the Forest Heights Subdivision

### Legend

 Streets to be Dedicated  
1 inch = 200 feet



## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Kitty Hall, Director of Purchasing

SUBJECT: Contract Awards - Annual Architectural Services

---

A Request for Proposal (RFP) was solicited from qualified Architect firms to simplify the purchasing process and speed up work when design assistance is required by having firms pre-selected based upon their qualifications per the requirements of the Virginia Public Procurement Act and establishing an “in place” contract for professional architectural services.

Interested firms responded to the RFP by describing their interest, qualifications, project approach and experience in performing similar work. A panel of staff members representing Capital Projects, James City Service Authority, Schools and Purchasing evaluated the proposals and selected the most qualified firms. The contracts have an initial term of one year with four additional one-year options available to the County. The RFP included Cooperative procurement provisions allowing Williamsburg-James City County Public Schools and other entities to use the architectural firms if they so choose.

Firms selected for contract award are:

Waller, Todd and Sadler Architects, Inc.  
Hudson & Associates Architects, PLLC  
RRMM Architects  
Guernsey Tingle Architects  
HBA Architecture Interior Design  
Moseley Architects

Staff recommends approval of the attached resolution awarding a contract to the firms listed above.

KH/nb  
CA-AArchServ-mem

Attachment

## RESOLUTION

### CONTRACT AWARDS - ANNUAL ARCHITECTURAL SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for annual architectural services; and

WHEREAS, the firms listed below were determined to be the best qualified to provide the required architectural services.

Waller, Todd and Sadler Architects, Inc.  
Hudson & Associates Architects, PLLC  
RRMM Architects  
Guernsey Tingle Architects  
HBA Architecture Interior Design, Inc.  
Moseley Architects

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contracts for annual architectural services to the firms listed in this resolution.

\_\_\_\_\_  
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 14th day of November, 2017.

CA-AArchServ-res

**AGENDA ITEM NO. G.9.**

**ITEM SUMMARY**

DATE: 11/14/2017

TO: Board of Supervisors

FROM: Dawn Oleksy, Environmental Coordinator

SUBJECT: Resolution to approve the FY18 DEQ Non-Competitive Litter Grant

---

**ATTACHMENTS:**

	Description	Type
▣	FY18 DEQ Litter Grant Memo	Cover Memo
▣	FY18 DEQ Litter Grant Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	11/1/2017 - 10:14 AM
Publication Management	Burcham, Nan	Approved	11/1/2017 - 10:17 AM
Legal Review	Kinsman, Adam	Approved	11/1/2017 - 10:19 AM
Board Secretary	Fellows, Teresa	Approved	11/1/2017 - 10:22 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:10 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:13 AM



## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Dawn Oleksy, Environmental Coordinator

SUBJECT: Grant Award - Virginia Department of Environmental Quality - \$12,389

---

The FY 18 Virginia Department of Environmental Quality Litter Prevention and Recycling Grant was awarded to James City County in the amount of \$12,389.

The attached resolution appropriates the grant amount of \$12,389 to the Special Projects/Grants Fund in support of the litter prevention, beautification and recycling programs.

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

Staff recommends adoption of the attached resolution.

DO/nb  
GA-VDEQ-FY18-mem

Attachment

**RESOLUTION**

**GRANT APPROPRIATION - LITTER PREVENTION AND RECYCLING**

WHEREAS, the Department of Environmental Quality has awarded James City County a Litter Prevention and Recycling Grant in the amount of \$12,389.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation to the Special Projects/Grants Fund.

**Revenue:**

Litter Control Grant	<u>\$12,389</u>
----------------------	-----------------

**Expenditure:**

Litter Control Grant	<u>\$12,389</u>
----------------------	-----------------

---

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 14th day of November, 2017.

GA-VDEQ-FY18-res

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater

SUBJECT: Grant Award - General Services Stormwater Division - Virginia Stormwater  
Local Assistance Fund - \$1,145,052

---

**ATTACHMENTS:**

	Description	Type
▣	MEMORANDUM	Cover Memo
▣	RESOLUTION	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Financial Management	Mellen, Sue	Approved	11/3/2017 - 9:01 AM
Publication Management	Burcham, Nan	Approved	11/3/2017 - 9:15 AM
Legal Review	Kinsman, Adam	Approved	11/3/2017 - 9:16 AM
Board Secretary	Fellows, Teresa	Approved	11/3/2017 - 9:17 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:12 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:13 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Frances C. Geissler, Director of Stormwater

SUBJECT: Grant Award - General Services Stormwater Division - Virginia Stormwater Local Assistance Fund - \$1,145,052

---

The General Services Stormwater Division has been awarded a \$1,145,052 grant from the Stormwater Local Assistance Fund (SLAF) through the Virginia Department of Environmental Quality. The Grant will fund the planning, design and implementation of stormwater best management practices (BMP) that address cost efficiency and commitments related to reducing water quality pollutant loads. Since the SLAF was established in 2013, the Stormwater Division has been successful in obtaining grant funds each year for a total of \$3,411,757. This year's award specifically funds the following projects:

The Foxes - Stream Restoration	\$202,689
Cooley Road - Stream Restorations	\$222,500
Oxford Road - Stream Restoration	\$154,863
Toano West - Stormwater Conveyance and BMP	\$565,000

The Fiscal Year 2018 budget includes a stormwater grant revenue of \$150,000. The attached resolution appropriates the remaining \$995,052 of the grant award to the Stormwater Infrastructure Capital Program in Fiscal Year 2018.

Staff recommends approval of the attached resolution.

FCG/nb  
GA-VaLAsstFnd-mem

Attachments

## RESOLUTION

### GRANT AWARD - GENERAL SERVICES STORMWATER DIVISION -

### VIRGINIA STORMWATER LOCAL ASSISTANCE FUND - \$1,145,052

WHEREAS, the General Services Stormwater Division has been awarded a \$1,145,052 state grant from the Stormwater Local Assistance Fund through the Virginia Department of Environmental Quality; and

WHEREAS, this grant would fund the planning, design and implementation of Stormwater Best Management Practices (BMP) that address cost efficiency and commitments related to reducing water quality pollutant loads; and

WHEREAS, this year's award specifically funds the following projects:

The Foxes - Stream Restoration	\$202,689
Cooley Road - Stream Restorations	\$222,500
Oxford Road - Stream Restoration	\$154,863
Toano West - Stormwater Conveyance and BMP	\$565,000

WHEREAS, the Fiscal Year 2018 budget includes \$150,000 in stormwater grant revenue; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the Stormwater Infrastructure Capital Program in Fiscal Year 2018 for the purposes described above:

Revenue:

Stormwater Local Assistance Fund	<u>\$995,052</u>
Total	<u>\$995,052</u>

Expenditure:

Stormwater Infrastructure Capital Program	<u>\$995,052</u>
Total	<u>\$995,052</u>

\_\_\_\_\_  
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 14th day of November, 2017.

**AGENDA ITEM NO. H.1.****ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Elizabeth Parman, Assistant County Attorney

SUBJECT: Ordinance to amend and reordain Chapter 20, Taxation, Article I, In General, Section 20-7.3, Correction of assessment.

---

**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Ordinance with edits tracked	Ordinance
▣	Ordinance final	Ordinance

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	10/17/2017 - 8:31 AM
Publication Management	Trautman, Gayle	Approved	10/17/2017 - 8:51 AM
Legal Review	Kinsman, Adam	Approved	10/17/2017 - 8:54 AM
Board Secretary	Fellows, Teresa	Approved	10/17/2017 - 9:04 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:07 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:14 AM

## MEMORANDUM

DATE: November 14, 2017

TO: The Board of Supervisors

FROM: Elizabeth Parman, Assistant County Attorney

SUBJECT: Ordinance to Amend and Reordain Chapter 20, Taxation, Article I, In General, Section 20-7.3, Correction of Assessment

---

The circumstances under which an aggrieved person, firm or corporation may apply to the Commissioner of the Revenue for correction of any local tax assessment on tangible personal property, machinery and tools, merchant's capital, local license tax or real estate are outlined in Section 20-7.3 of the County Code. The language as written allows a person, firm or corporation to apply for a correction "within five years from the last day of the tax year from which such assessment is made..." However, the Virginia State Code authorizing section provides that an aggrieved party "may, within three years from the last day of the tax year for which such assessment is made, or within one year from the date of the assessment, whichever is later, apply to the Commissioner of the Revenue ... for a correction thereof." Virginia Code § 58.1-3980.

Section 20-7.3 of the James City County Code of Ordinances should be amended to comply with Virginia State Code. The attached ordinance amends Section 20-7.3 to bring the ordinance in line with Virginia Code § 58.1-3980.

LP/nb  
Ch20assessmtCor-mem

Attachment

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, TAXATION OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING SECTION 20-7.3, CORRECTION OF ASSESSMENT.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Taxation, is hereby amended and reordained by amending Section 20-7.3, Correction of Assessment.

**Chapter 20. Taxation**

**Section 20-7.3. Correction of assessment.**

Any person, firm or corporation aggrieved by any local assessment on tangible personal property, machinery and tools, merchant's capital, local license tax or real estate may, *within three years from the last day of the tax year for which such assessment is made, or within one year from the date of the assessment, whichever is later,* ~~within five years from the last day of the tax year from which such assessment is made,~~ apply to the commissioner of the revenue for a correction thereof.

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

\_\_\_\_\_  
Kevin D. Onizuk  
Chairman, Board of Supervisors

VOTES

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

Adopted by the Board of Supervisors of James City County, Virginia, this 14th day of November, 2017.

Ch20AssessmtCor-ord



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, TAXATION OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, BY AMENDING SECTION 20-7.3, CORRECTION OF ASSESSMENT.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Taxation, is hereby amended and reordained by amending Section 20-7.3, Correction of Assessment.

### **Chapter 20. Taxation**

#### **Section 20-7.3. Correction of assessment.**

Any person, firm or corporation aggrieved by any local assessment on tangible personal property, machinery and tools, merchant's capital, local license tax or real estate may, within three years from the last day of the tax year for which such assessment is made, or within one year from the date of the assessment, whichever is later, apply to the commissioner of the revenue for a correction thereof.

Ch20AssessmtCor-ord-final

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: W. Scott Whyte, Senior Landscape Planner II

SUBJECT: SUP-0010-2017. The Kensington School

---

**ATTACHMENTS:**

	Description	Type
▣	Staff Report	Staff Report
▣	Resolution	Resolution
▣	Location Map	Exhibit
▣	SUP-0006-2009 Approved SUP Conditions	Exhibit
▣	Master Plan	Exhibit
▣	Draft minutes of the October 4, 2017, Planning Commission meeting	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	10/27/2017 - 9:27 AM
Development Management	Holt, Paul	Approved	10/27/2017 - 9:28 AM
Publication Management	Trautman, Gayle	Approved	10/27/2017 - 9:51 AM
Legal Review	Kinsman, Adam	Approved	10/27/2017 - 11:34 AM
Board Secretary	Fellows, Teresa	Approved	10/30/2017 - 3:35 PM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:10 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:14 AM

---

**SPECIAL USE PERMIT-0010-2017. Kensington School****Staff Report for the November 14, 2017, Board of Supervisors Public Hearing**

---

**SUMMARY FACTS**

Applicant: Ms. Rachel Salmon

Land Owner: Mr. Anthony Cianelli

Proposal: A pre-school and child development center to serve up to 48 children with seven employees. Day-care and child-care centers are a specially permitted use on property zoned A-1.

Location: 8231 Richmond Road

Tax Map/Parcel No.: 1240100007

Project Acreage: +/- 2.11 acres

Zoning: A-1, General Agricultural

Comprehensive Plan: General Industry

Primary Service Area: Inside

Staff Contact: W. Scott Whyte, Senior Landscape Planner II

**PUBLIC HEARING DATES**

Planning Commission: October 4, 2017, 7:00 p.m.  
Board of Supervisors: November 14, 2017, 5:00 p.m.

**FACTORS FAVORABLE**

1. The proposal is generally compatible with surrounding zoning and development.
2. With the proposed conditions, staff finds the proposal consistent with the recommendations of the Comprehensive Plan adopted in 2015, *"Toward 2035: Leading the Way."*
3. The Economic Development chapter of the Comprehensive Plan encourages the creation of new and retention of existing small businesses (Goal ED 1.2) and the adaptive re-use of existing buildings (Goal ED 5).

**FACTORS UNFAVORABLE**

With the attached Special Use Permit (SUP) conditions, staff does not find any unfavorable factors.

**SUMMARY STAFF RECOMMENDATION**

Staff recommends the Board of Supervisors approve this SUP application, subject to the attached conditions.

**PLANNING COMMISSION RECOMMENDATION**

The Planning Commission voted 7-0 to recommend approval of this application to the Board of Supervisors.

**PROPOSED CHANGES MADE SINCE THE PLANNING COMMISSION MEETING**

None.

---

*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.*

**PROJECT DESCRIPTION**

The Kensington School was established in 2010 and now serves over 250 families in James City County and surrounding areas from its existing location at 3435 John Tyler Highway. The Kensington School now proposes to expand by adding a second location. The proposal is to establish the second location at 8231 Richmond Road where Nick's Lawn Equipment and Supply has operated since 2009.

Kensington School proposes to serve up to 48 children with seven employees at this location. The age of the children ranges from 6 weeks to 5 years old. The hours of operation are proposed to be 7 a.m.-6 p.m., Monday-Friday. Drop-off hours are 7-9 a.m. and pick-up hours are 4-6 p.m. The drop-off and pick-up schedule is modeled after their current location's schedule, which has been applied for many years.

The fenced and loading area behind the building is proposed to be utilized as an outdoor playground.

The total square footage of the existing building is approximately 7,500 square feet, but only the existing 2,800-square-foot counter sales and office area is proposed to be used by the day-care. The remaining 4,700-square-foot warehouse area would be used for storage.

Currently, 19 parking spaces exist onsite with a looping drive aisle, which is proposed to be utilized as a drop-off and pick-up area.

**PLANNING AND ZONING HISTORY**

An SUP for a lawn equipment sale and repair, and retail sales of plants and garden supplies shop was approved by the Board of Supervisors on May 12, 2009 (Nick's Lawn Equipment and Supply).

**SURROUNDING ZONING AND DEVELOPMENT**

- All surrounding properties are zoned A-1, General Agricultural.
- Surrounding properties to the north and south contain single-family residential dwellings and small businesses. Properties to the east across Richmond Road are agricultural use. Property to the east is currently vacant.

**COMPREHENSIVE PLAN**

- The site is designated General Industry on the 2035 Comprehensive Plan Land Use Map.
- General Industry describes areas within the Primary Service Area (PSA) that are suitable for industrial uses which, because of their potential for creating dust, noise, odor and other adverse environmental effects, require buffering from adjoining uses, particularly residential uses. Secondary uses in General Industry areas may include office uses and a limited amount of commercial development generally intended to support the needs of employees and other persons associated with an industrial development.
- Provision of quality child-care and pre-school services is consistent with Goal Nos. 2.1 and 2.4 in the Population Needs Chapter of the Comprehensive Plan.
- During SUP-0006-2009, Nick's Lawn Equipment and Supply, staff consulted with the Office of Economic Development regarding this application and the current land use designation. The parcels in this vicinity were designated General Industry primarily due to their proximity to the CSX Railroad. However, due to significant resource protection area (RPA) buffers

paralleling the railroad, future proposals to access the property from the railroad are unlikely without encroaching into an RPA buffer; therefore, it is staff's assessment and the assessment of the Office of Economic Development that although parcels in this area are designated for General Industry, it would not be economically practical to develop them for industrial uses requiring rail access. This particular parcel, as currently configured, is not directly adjacent to the railroad tracks. Staff notes that properties adjacent to this site are generally residential dwellings, which are neither primary nor secondary uses for land designated as General Industry. Further, the proposed use constitutes only a small portion (2.11 acres) of the industrially designated area, which includes the 157-acre Hankins Industrial Park and the seven-acre Toano Business Center.

- Staff finds that the proposed commercial use of a day-care compatible with the rural character of the Toano area and would support the creation and retention of local small businesses and workforce housing in keeping with the intent of the Economic Development Section of the Comprehensive Plan.
- With the proposed SUP conditions, staff finds that any impacts to the right-of-way or adjacent properties would be mitigated.

## **PUBLIC IMPACTS**

### **Anticipated Impact on Public Facilities and Services:**

- Environmental/Cultural/Historic. Stormwater management practices were included when this property was developed in 2009/2010. A maintenance agreement was signed by the owner to maintain the Best Management Practice (BMP) as designed. Stormwater and Resource Protection has reviewed this application and has requested that the owner have the BMP analyzed and

perform any repairs and maintenance of the existing BMP facility as required by the maintenance agreement. An SUP condition has been proposed in case any new impervious cover is proposed. If any new impervious cover is proposed, the BMP may need to be upgraded or expanded and require a new maintenance agreement to be signed.

- Schools/Fire/Utility. With the use of a day-care for children between the ages of 6 weeks and 5 years, no impact on the public school system is expected. This area of the County is served by Fire Station 1 on Forge Road in Toano. The parcel is within the PSA and is served by both public water and sewer.
- Streets. Staff estimates that with 48 students and seven employees, the day-care would generate approximately 40.5 AM peak hours and 42 PM peak hours. With peak hour estimates below 100, no traffic study is required by the Zoning Ordinance or the Virginia Department of Transportation (VDOT). The proposal is expected to generate moderate daily traffic at the two-hour drop-off and pick-up periods each morning and afternoon. Morning drop-off is 7-9 a.m. and afternoon pick-up is 4-6 p.m. The drop-off and pick-up schedule has been used by the applicant for many years at the existing Kensington School location, and according to the applicant, it has worked well. This section of Richmond Road was operating at Level of Service (LOS) A-C as of 2010, and is projected to continue to operate at LOS C or better through 2034. VDOT has reviewed the proposal and has requested that a taper-and turn-lane warrant analysis be performed for the front entrance on Richmond Road (Condition No. 3).

## **PROPOSED SUP CONDITIONS**

- Proposed conditions are provided in the attached resolution (Attachment No. 1).

---

*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 RECOMMENDATION**

Staff recommends the Board of Supervisors approve this SUP application, subject to the attached conditions.

WSW/gt  
SUP10-17Kensington

Attachments:

1. Proposed Resolution
2. Location Map
3. SUP-0006-2009 Approved SUP Conditions
4. Master Plan
5. Draft minutes, Oct. 4, 2017, Planning Commission Meeting

---

*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-0010-2017. KENSINGTON SCHOOL**

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

WHEREAS, Ms. Rachel Salmon has applied for an SUP to allow a day-care/child-care center on property zoned A-1, General Agricultural located at 8231 Richmond Road, further identified as James City County Real Estate Tax Map Parcel No. 1240100007; and

WHEREAS, the proposed development is depicted on the Master Plan, stamp dated September 26, 2017, and entitled “JCC Special Use Permit-0010-2017”; and

WHEREAS, a public hearing was advertised, adjoining property owners notified and a hearing conducted on Case No. SUP-0010-2017; and

WHEREAS, the Planning Commission, following its public hearing on October 4, 2017, recommended approval of the application by a vote of 7-0.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve Case No. SUP-0010-2017, as described herein, subject to the following conditions:

1. Master Plan: This SUP shall be valid for the operation of a day-care and child-care center (the “School”) on property located at 8231 Richmond Road and further identified as JCC Tax Parcel Number 1240100007 (the “Property”). Development and use of the Property shall be generally in accordance with and bound by the master plan entitled “Master Plan of property located at 8231 Richmond Road” dated September 26, 2017, with such deviations as considered per Section 24-23(a)(2) of the Zoning Ordinance, as amended.
2. Enrollment: The School shall be limited to a maximum of 48 children. On or before July 1 of each year, the School shall provide the Zoning Administrator, or her designee, school enrollment data for the previous school year and projected school enrollment data for the upcoming year. The school enrollment data shall include, at a minimum, the total number of children enrolled and the number of staff employed.
3. Best Management Practice Repair and Maintenance: With any newly proposed impervious cover for this site, the on-site stormwater management facility (the “BMP”), shall be inspected by a professional engineer for determination of functionality. The professional engineer’s full report, including any testing and performance evaluations, shall be submitted to the Director of the Stormwater and Resource Protection Division for review and approval. If the evaluation determines that the BMP is inadequate for the expansion or not functioning properly, proper maintenance, repairs or upgrades as determined by the Director of Stormwater and Resource Protection may be required and the owner shall enter into a new maintenance agreement with the County.

4. Turn Lane and Taper Warrant Analysis: A turn lane and taper warrant analysis shall be provided for the entrance to the Property from Richmond Road. All improvements warranted by the analysis and approved by the Director of Planning and the Virginia Department of Transportation shall be shown on the approved site plan and installed or guaranteed in a form approved by the County Attorney prior to the issuance of a Certificate of Occupancy.
5. Water Conservation: The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority prior to the issuance of a Certificate of Occupancy. The standards may include, but are not 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 including the use of drought tolerant plants, warm season grasses and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.
6. Exterior Lighting: All new exterior light fixtures on the Property, including building lighting, shall have recessed fixtures with no lens, bulb or globe extending below the casing. No light poles shall exceed 20 feet in height unless otherwise approved by the Director of Planning. A lighting plan indicating no glare outside the boundaries of the Property shall be submitted to and approved by the Director of Planning or his designee. "Glare" shall be defined as more than 0.1 foot-candle at the property line or any direct view of the lighting source from the adjoining properties.
7. Fencing: Any new fencing on the Property shall be black, brown or another neutral color. The detail and final color shall be submitted to and approved by the Director of Planning prior to final site plan approval.
8. Dumpsters/Heating, Venting and Air Conditioning (HVAC) Units: All new dumpsters and HVAC units visible from any public street or adjoining property shall be screened from view with landscaping or fencing. The landscaping or fencing shall be approved by the Director of Planning or his designee prior to final site plan approval.
9. Commencement of Use: A permanent Certificate of Occupancy for the School shall be obtained within 36 months from the date of approval of this SUP, or this permit shall be void.
10. Severance Clause: This SUP is not severable. Invalidity 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 14th day of November, 2017.

SUP-10-17Kensington-res



**SUP-0010-2017**

**8231 Richmond Road, Kensington School**





## RESOLUTION

### CASE NO. SUP-0006-2009. SALE/REPAIR OF LAWN EQUIPMENT AND GARDEN SUPPLIES

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

WHEREAS, Mr. Nick Cianelli has applied on behalf of Toano NCC Investments, LLC for an SUP to allow for the construction of a lawn equipment sale and repair and retail sales of plant and garden supplies shop on a parcel of land zoned A-1, General Agricultural, District; and

WHEREAS, the proposed development is shown on a plan prepared by LandMark Design Group, dated April 29, 2009 (the "Master Plan") and entitled "Binding Master Plan for Property located at 8231 Richmond Road, James City County, Virginia"; and

WHEREAS, the property is located at 8231 Richmond Road and can be further identified as James City County Real Estate Tax Map Parcel No. 1240100007; and

WHEREAS, the Planning Commission, following its public hearing on April 01, 2009, voted 7-0 to recommend approval of this application; and

WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with the 2003 Comprehensive Plan Use Map designation for this site.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve the issuance of SUP-0006-2009 as described herein with the following conditions:

1. **Master Plan:** This SUP shall be valid for the construction of an approximately 7,500-square-foot lawn equipment sale and repair and plant and garden supplies store (with major repair limited to a fully enclosed building) on the property located at 8231 Richmond Road and further identified as James City County Tax Parcel No. 1240100007 (the "Property"). Development and use of the Property shall be generally in accordance with and bound by the Master Plan entitled "Binding Master Plan for property located at 8231 Richmond Road, James City County, Virginia," prepared by LandMark Design Group, and dated April 29, 2009 ("the Master Plan"), with such minor changes as the Development Review Committee determines and does not change the basic concept or character of the development.
2. **Spill Prevention and Control Plan:** Prior to final site plan approval, a spill prevention and control plan which addresses chemical handling shall be submitted to the Environmental Director and the Fire Chief for their respective review and approval. Such plan shall include, but is not limited to, fertilizers, pesticides, herbicides, diesel fueling container solvents, oil, and gasoline. Underground storage tanks shall only be permitted for the catchment, storage, and reuse of stormwater. Storage tanks for any other use or intention shall not be permitted on the property.

3. **BMP Discharge:** Overflows from the proposed SWM/BMP facility shall be discharged to an adequate and well-defined channel in accordance with State Minimum Standard #19. If no receiving channel is present at the SWM/BMP outfall, offsite downstream improvements and/or drainage easements may be necessary on adjacent parcels. If no surface discharge is proposed, a full geotechnical investigation is required to show that the underlying soils beneath the trench are permeable and will infiltrate all increased runoff from the proposed development. Said SWM/BMP facility design must be reviewed and approved by the Environmental Director prior to final site plan approval.
4. **Water Conservation:** The Owner shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority ("JCSA") prior to final site plan approval. The standards may include, but are not limited to, such water conservation measures as limitations on the installation and use of irrigations systems and irrigations wells, the use of approved landscaping materials including the use of drought-tolerant plants, warm-season grasses, and the use of water-conserving fixtures and appliances to promote water conservation and minimize the use of public water resources. The proposed rain barrels and/or cisterns shown on the Master Plan shall be included in the Agreement.
5. **Irrigation:** In the design phase, the developer and designing engineer shall take into consideration the design of stormwater systems that can be used to collect stormwater for outdoor water use for the entire development. Only surface water collected from surface water impoundments (the "Impoundments") may be used for irrigating common areas on the Property (the "Irrigation"). In no circumstances shall the JCSA public water supply be used for irrigation, except as otherwise provided by this condition. If the Owner demonstrates, to the satisfaction and approval of the General Manager of the JCSA, through drainage area studies and irrigation water budgets that the Impoundments cannot provide sufficient water for all Irrigation, the General Manager of the JCSA may, in writing, approve shallow (less than 100 feet) irrigation wells to supplement the water provided by the Impoundments.
6. **Exterior Lighting:** All new exterior light fixtures, including building lighting, on the Property shall have recessed fixtures with no lens, bulb, or globe extending below the casing. In addition, a lighting plan shall be submitted to and approved by the Planning Director or his designee, which indicates no glare outside the Property lines. All light poles shall not exceed 20 feet in height unless otherwise approved by the Planning Director prior to final site plan approval. "Glare" shall be defined as more than 0.1 foot-candle at the property line or any direct view of the lighting source from the adjoining properties.
7. **Fencing:** Information on the style, height, colors, and material of any proposed fencing, which is either designed for security and/or ornamental purposes, shall be submitted to the Planning Director or his designee for review and approval prior to final site plan approval.
8. **Dumpsters/HVAC Units:** All dumpsters and heating and cooling units visible from any public street or adjoining property shall be screened from view with landscaping or fencing approved by the Planning Director or his designee prior to final site plan approval.

9. **Architectural Review:** Prior to final site plan approval, architectural elevations, building materials, and colors shall be submitted to the Planning Director or his designee for review and approval. The purpose of this condition is to ensure that the proposed structure on the Property is uniform and compatible in terms of design, scale, materials, and colors with other structures in the Village of Toano.
10. **Landscaping:** A landscaping plan for the entire Property shall be prepared in accordance with the requirements set forth by the zoning ordinance and approved by the Planning Director prior to final site plan approval for this project. The landscaping plan shall include, at a minimum, the preservation of existing plantings along the perimeter of the Property and along the 50-foot-wide community character corridor buffer. Further, plantings at 125 percent of the required size of plantings shall be required as means to supplement the existing vegetation within the 50-foot-wide community character corridor.
11. **Outdoor Display Areas:** No equipment or garden materials and supplies for sale on the Property shall be displayed in areas which are not specifically indicated on the Master Plan as "outdoor display area".
12. **Junk Removal:** All junk shall be removed from the Property prior to issuance of any Certificate of Occupancy. For purposes of this SUP condition, "junk" shall mean trash, wood, lumber, concrete, construction debris, pallets, tires, waste, junked, dismantled, or wrecked automobiles, inoperable equipment, machinery, or appliances, construction vehicles or tractors, or parts thereof, iron, steel, and other old scrap ferrous or nonferrous material. This junk shall be properly disposed of in a State-approved facility, or moved into an appropriate offsite enclosed storage building or facility. The James City County Zoning Administrator shall verify, in writing, and prior to issuance of any Certificate of Occupancy, that all junk has been properly removed from the Property. No new junk (as defined by this condition) may be brought to or stored on the Property.
13. **Commencement of Use:** Use of the property as described in this SUP shall commence within 36 months from the date of approval of this SUP, or this permit shall be void.
14. **Severance Clause:** This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

James G. Kennedy  
Chairman, Board of Supervisors

ATTEST:

  
Sanford B. Wanner  
Clerk to the Board

SUPERVISOR	VOTE
GOODSON	AYE
JONES	AYE
MCGLENNON	AYE
ICENHOUR	AYE
KENNEDY	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of May,  
2009.

Sup-0006-09\_res

**JCC SPECIAL USE PERMIT- 0010-2017:**

**8231 Richmond Road, Kensington School**

---

Application to locate a second facility for Kensington School

**Site Address:** 8231 Richmond Road

**Property Owner:**

Mr. Nick Cianelli

**Tax Map ID:** 1240100007

**Zoning:** A-1

**General Notes:**

1. Kensington School plans to have 7 employees and 48 students occupy this facility.
2. 2,800 square feet of the office area of the building shall be used by the school.
3. The other 4,700 square feet of warehouse space shall be used as storage.
4. The fenced in loading area in the rear shall be converted to a playground.

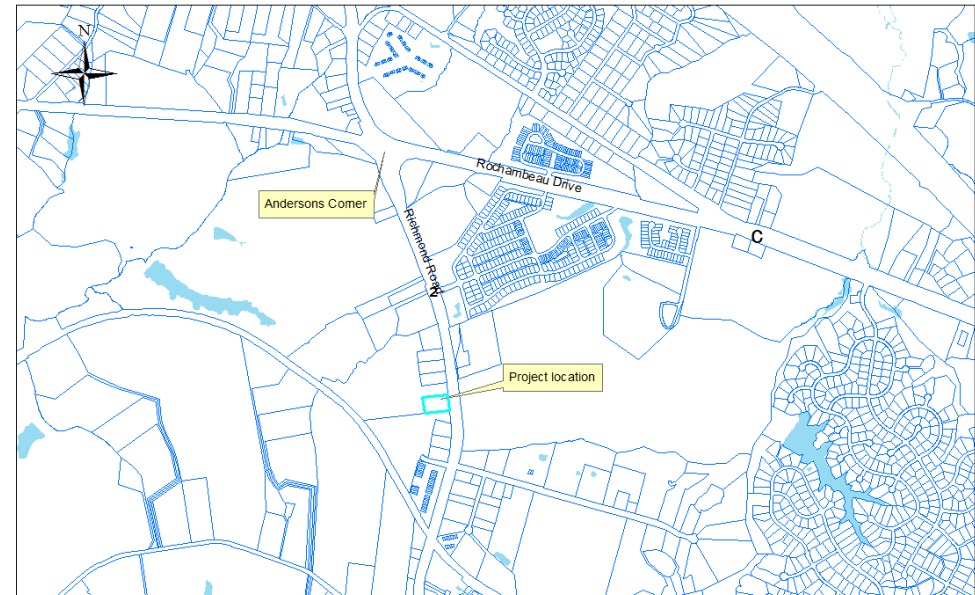
**Parking:** No change is approved. With 7 employees and 48 students a minimum of 19 parking spaces is required and 19 spaces exist.

**Sheet Index:**

1. Cover sheet
2. Master Plan

Sheet 1 of 2

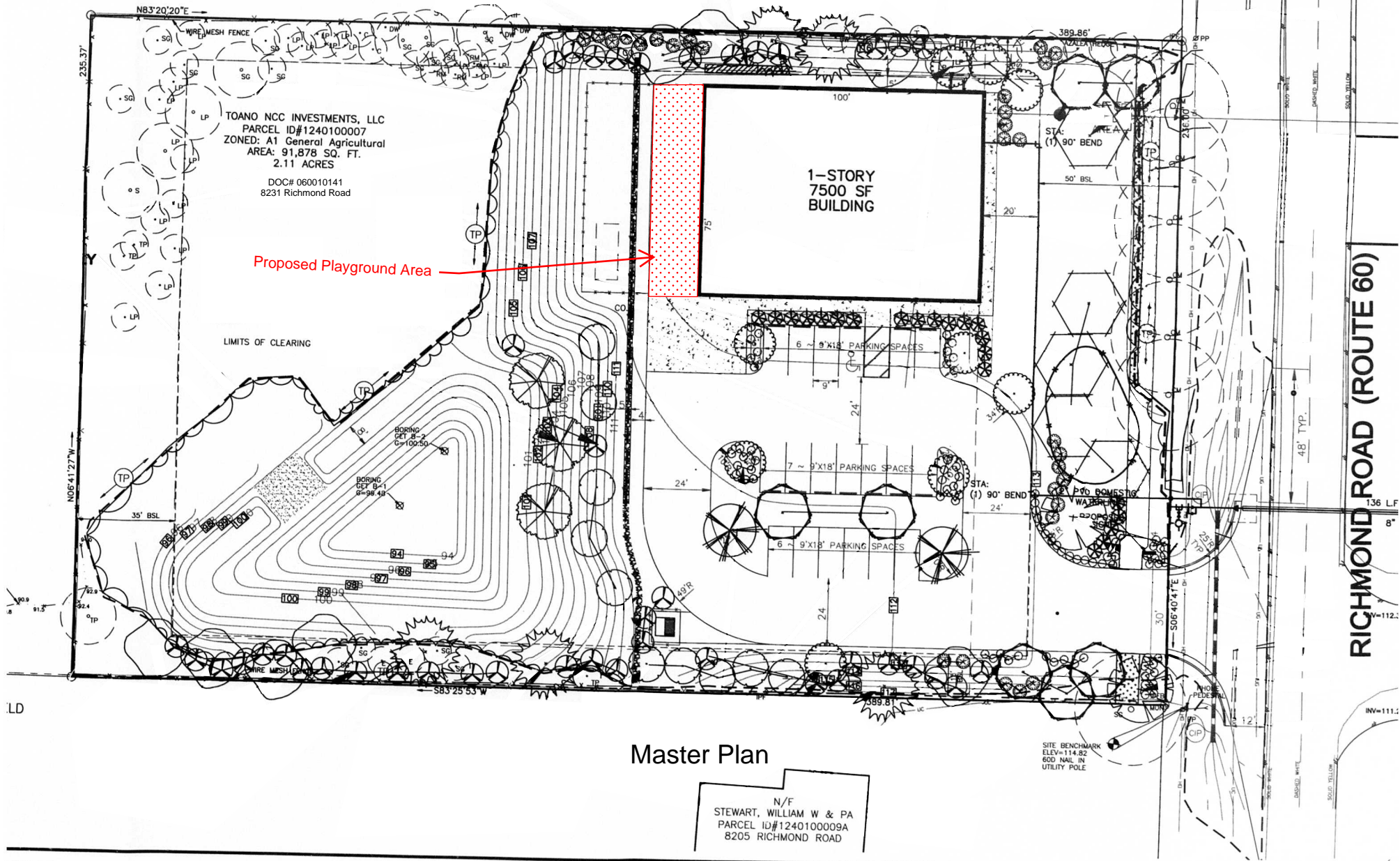
**Location Map**



Stamp Dated September 26, 2017



# SUP-0010-2017, 8231 Richmond Road, Kensington School





**Unapproved Minutes of the October 4, 2017  
Planning Commission Meeting**

**Special Use Permit-0010-2017. Kensington School**

Mr. Scott Whyte, Senior Landscape Planner II, stated that Ms. Rachel Salmon submitted an application on behalf of the Kensington School for a Special Use Permit (SUP) to operate a pre-school and child development center in an existing building located at 8231 Richmond Road.

Mr. Whyte stated that the property is zoned A-1, General Agricultural and that day-care and child-care centers are a specially permitted use in the A-1 zoning district. Mr. Whyte stated that the Kensington School proposes to serve up to 48 children with seven employees at this location.

Mr. Whyte stated that the hours of operation are proposed to be 7 a.m.-6 p.m., Monday-Friday. Mr. Whyte noted that the drop-off hours would be 7-9 a.m. and pick-up hours are 4-6 p.m.

Mr. Whyte stated that the total square footage of the existing building is approximately 7,500 square feet, but only the existing 2,800-square-foot counter sales and office area is proposed to be used by the daycare, with the remaining 4,700-square-foot warehouse area would be used for storage. Mr. Whyte further stated that the fenced and loading area behind the building is proposed to be utilized as an outdoor playground.

Mr. Whyte stated that currently, 19 parking spaces exist on site with a looping drive aisle, which is proposed to be utilized as a drop-off and pick-up area. Mr. Whyte further stated that the existing parking meets ordinance requirements for the proposed number of children and staff.

Mr. Whyte stated that the surrounding properties are zoned A-1, General Agricultural. Mr. Whyte noted that properties to the north and south contain single-family residential dwellings and small businesses and properties to the east across Richmond Road are agricultural use.

Mr. Whyte stated that the site is designated General Industry on the 2009 Comprehensive Plan Land Use Map. Mr. Whyte further stated that staff finds that the proposed commercial use of a day-care compatible with the rural character of the Toano area and would support the creation and retention of local small businesses and work force housing in keeping with the intent of the Economic Development Section of the Comprehensive Plan.

Mr. Whyte stated that staff recommends the Planning Commission recommend approval of the application to the Board of Supervisors, subject to the respective attached conditions.

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

Mr. Richardson inquired how many children were at the day-care currently.

Mr. Whyte stated that the current location serves 250 families; however, there would be a maximum of 48 children at the new location.

Mr. Krapf inquired if the existing concrete would need to be removed from the area proposed as a play area.

Mr. Whyte stated that based on specifications provided by parks and Recreation, the concrete would either need to be removed or covered with a thick layer of mulch. Mr. Whyte noted that the applicant intends to cover the area with mulch and the specifications would be addressed during the site plan phase.

Mr. O'Connor inquired if the construction debris and silt fence on site would be cleaned up as a condition of the SUP.

Mr. Whyte stated that Stormwater and Resource Protection have inspected the site and are working with the property owner under the existing maintenance agreement for the BMP to ensure that it brought up to standard. Mr. Whyte further stated that for this SUP, if any new impervious cover is installed, the same requirements will be applied.

Mr. Holt stated that staff would follow up with Stormwater and Resource Protection to determine if the silt fence is in connection to maintenance or other remedial work. Mr. Holt further stated that the Zoning Officers would make an inspection of the construction debris and work with the property owner to address those concerns through administrative routes.

Mr. O'Connor noted that he believed it is important to take the opportunity to address these concerns since similar situations had been remedied through SUP conditions.

Mr. Holt stated that staff would ensure the concerns were addressed either through administrative avenues or legal avenues.

Mr. O'Connor inquired how the number of students would be enforced.

Mr. Holt stated that one of the SUP conditions requires an annual report be submitted to the Zoning Administrator which includes enrollment data. Mr. Holt further stated that interior changes would require a building permit which includes a review by Zoning. Mr. Holt noted that the SUP does not address how the interior of the building is partitioned.

Mr. Whyte noted that additional students would trigger the need for more parking as the existing space is sufficient only for the proposed number of students.

Mr. Krapf called for disclosures from the Commission.

Ms. Bledsoe stated that her granddaughter attends the existing Kensington School. Ms. Bledsoe further stated that she also know the owners of the school.

Mr. Krapf opened the Public Hearing.

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

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

Mr. Schmidt stated that he believes that the school is a good use for the property and that he anticipates supporting the application.

Ms. Bledsoe noted that the daycare would fill a need for the business owners in that area.

Mr. Richardson made a motion to recommend approval SUP-0010-2017.

On a roll call vote the Commission voted to recommend approval of SUP-0010-2017, Kensington School. (7-0)

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Legislative Agenda

---

**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	reso	Resolution
▣	2018 Legislative Agenda	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	11/2/2017 - 2:17 PM
Publication Management	Trautman, Gayle	Approved	11/2/2017 - 2:20 PM
Legal Review	Kinsman, Adam	Approved	11/2/2017 - 2:22 PM
Board Secretary	Fellows, Teresa	Approved	11/3/2017 - 8:57 AM
Board Secretary	Purse, Jason	Approved	11/7/2017 - 9:08 AM
Board Secretary	Fellows, Teresa	Approved	11/7/2017 - 9:14 AM

## MEMORANDUM

DATE: November 14, 2017  
TO: The Board of Supervisors  
FROM: Adam R. Kinsman, County Attorney  
SUBJECT: 2018 Legislative Program

---

Attached for your consideration is a resolution approving James City County's 2018 Legislative Program. Also attached is the 2018 Legislative Program.

I recommend adoption of the attached resolution.

ARK/gt  
2018LegProg-mem

Attachments:

1. Resolution
2. 2018 Legislative Program

**RESOLUTION**

**2018 LEGISLATIVE PROGRAM**

WHEREAS, James City County has developed a Legislative Program for the consideration of the 2018 session of the General Assembly which outlines certain legislative policies that the Board believes ought to guide the General Assembly and proposes certain legislation that would benefit the County; and

WHEREAS, the Board has carefully considered its Legislative Program and believes that it is in the best interests of the citizens of James City County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the County's 2018 Legislative Program and commends it to the County's representatives in the General Assembly for action.

BE IT FURTHER RESOLVED that a copy of the County's 2018 Legislative Program be forwarded to the County's elected representatives to the General Assembly.

\_\_\_\_\_  
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 14th day of November, 2017.

2018LegProg-res



## **JAMES CITY COUNTY 2018 LEGISLATIVE PROGRAM**

### **Part I. Legislation Introduced on Behalf of the County**

- 1-1. INCLUDE JAMES CITY COUNTY AS ONE OF THE LOCALITIES THAT MAY REGULATE INOPERATIVE MOTOR VEHICLES PURSUANT TO VIRGINIA CODE § 15.2-905

James City County requests an amendment of Virginia Code § 15.2-905 to include James City County in the list of Counties that may regulate inoperative vehicles.

- 1-2. AMEND VIRGINIA CODE § 36-105.3 TO CLARIFY THAT EMPLOYEES OF A LOCALITY MAY REVIEW ENGINEERING AND CONSTRUCTION DRAWINGS AND PLANS FOR ANY SINGLE-FAMILY RESIDENTIAL DWELLING.

James City County requests an amendment of Virginia Code § 36-105.3 to clarify that engineering and construction drawings and plans submitted for the purpose of complying with the Uniform Statewide Building Code or the Statewide Fire Prevention Code are not “confidential” to employees of the locality.



## **JAMES CITY COUNTY 2018 LEGISLATIVE PROGRAM**

### **Part II. Position/Legislation Supported by the County**

#### **2-1. ESTABLISH A STUDY GROUP COMPRISED OF PRIVATE AND GOVERNMENT PRACTITIONERS AND DEVELOPERS TO DETERMINE HOW THE CONDITIONAL ZONING LAWS OR IMPACT FEE LAWS MAY BE REVISED.**

The County strongly urges the General Assembly to establish a study group to determine how the existing conditional zoning laws may be further revised to encourage liability-free, cooperative dialogue between local government staff and land owners regarding proposed proffers. In addition, the County requests that that study group consider whether existing impact fee laws may be revised to encourage the use of statutorily-calculated impact fees in lieu of cash proffers.

#### **2-2. STATE FUNDING FOR TOURISM**

The County urges the General Assembly to increase funding for the Virginia Tourism Corporation (“VTC”) to promote tourism in Virginia generally, and the Historic Triangle in particular.

#### **2-3. SUPPORT WIDENING OF I-64 TO 295**

James City County supports the immediate widening of I-64 to 295 given the volumes of traffic and the burden on the County’s Emergency Responders.

#### **2-4. MAINTENANCE OF NEW AND EXISTING SECONDARY ROADS**

James City County opposes any legislation that would transfer to counties the responsibilities to construct, maintain or operate new or existing roads. Should such transfer of responsibilities occur, the state must provide continuing funding for the costs incurred by the localities.

#### **2-5. APPLICATION OF TRANSIENT OCCUPANCY TAX TO TRAVEL COMPANIES AND INTERNET SALES**

James City County supports a clarification of Virginia Code § 58.1-3819 et seq., to make sure that the transient occupancy tax applies to the entire amount charged for rooms by travel companies and on Internet sales regardless of any discounted rates paid by such companies for such rooms. This would provide equal taxing of room sales by Virginia businesses and Internet sales companies.

#### **2-6. ENHANCE RAIL SERVICE ON THE PENINSULA AND TO RICHMOND**

The County supports improving commuter rail system from Richmond through the Peninsula to connect urban centers for commuters and provide transportation alternatives for tourism.



2-7. SUPPORT THOMAS NELSON COMMUNITY COLLEGE IN ITS EFFORTS TO BUILD THE ADVANCED INTEGRATED MANUFACTURING (AIM) CENTER IN JAMES CITY COUNTY.

James City County was provided the Thomas Nelson Community College capital project requests to the state and supports the AIM Center being built on the James City County campus.

2-8. BEHAVIORAL HEALTH AND COMPREHENSIVE SERVICES ACT (“CSA”) FUNDING

James City County urges the General Assembly to: 1) adequately fund the Medicaid waiver program to reduce the waiting list of individuals and families now eligible for services; 2) provide services to children with serious emotional disorders; and 3) to cover reasonable administrative costs for CSA programs. Adequate funding and services will help prevent the mentally ill from being released early from treatment, living on the streets, going to jail, or being inappropriately placed in residential facilities or other government programs.

2-9. SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT

James City County supports maintaining State funding for mental health and substance abuse treatment in jails and juvenile detention facilities given the overwhelming percentage of adults and juveniles in the system diagnosed with mental health and/or substance abuse conditions.

2-10. TAX EQUITY BETWEEN CITIES AND COUNTIES

James City County supports equal taxing authority for cities and counties.

2-11. ALLOW ADVERTISEMENT OF REQUIRED PUBLIC NOTICES ON A LOCALITY’S WEBSITE AND THROUGH OTHER MEANS INSTEAD OF PUBLICATION IN A NEWSPAPER HAVING GENERAL CIRCULATION

James City County requests an amendment of Virginia Code § 15.2-107.1 to provide that wherever newspaper advertisement is required for public notices, a locality may instead publish such notice on its website and shall also provide, at the request of any citizen of the Commonwealth, notice by electronic or telephonic means or through the U.S. postal mail.

2-12. STATE FUNDING FOR PUBLIC EDUCATION, PRE-K, K-12 AND HIGHER EDUCATION

The County supports restoring the funding cuts made to pre-K and K-12 funding. In addition, the County supports restoring the funding cuts made to higher education which could cripple some of the most prestigious higher education institutions in the world, including the College of William & Mary.

2-13. ADEQUATE FUNDING FOR PUBLIC LIBRARIES

James City County supports the State maintaining funding to public libraries to make sure that the State and the localities maintain their proportionate share of funding.

2-14. NO NEW STATE MANDATES AND ELIMINATE OR ADEQUATELY FUND EXISTING STATE MANDATES

James City County calls upon the General Assembly to oppose unfunded mandates and to reduce existing State mandates commensurate with any reduction in State funding to localities.

2-15. LEGISLATIVE PROGRAMS OF THE VIRGINIA MUNICIPAL LEAGUE, THE VIRGINIA ASSOCIATION OF COUNTIES AND THE VIRGINIA COALITION OF HIGH GROWTH COMMUNITIES

James City County supports the legislative programs of the Virginia Municipal League, the Virginia Association of Counties and the Virginia Coalition of High Growth Communities.

2-16. JAMES CITY COUNTY SUPPORTS CONTINUED FUNDING OF THE STORMWATER LOCAL ASSISTANCE FUNDS (“SLAF”)

James City County supports providing continued state funding to the Department of Environmental Quality for Stormwater Local Assistance Funds.

2-17. NO WRONG DOOR VIRGINIA

James City County encourages the General Assembly to adopt the Virginia Department of Aging and Rehabilitative Services’ proposal to fund software licenses and training for local departments of social services under the No Wrong Door Virginia program.

2-18. EMERGENCY CONSERVATOR APPOINTMENTS

James City County supports the League of Social Services’ efforts to amend Virginia Code section 63.2-1609 to provide for the emergency appointment of a temporary conservator in cases where alleged financial exploitation imposes an immediate threat to incapacitated persons.

2-19. STATE FUNDING FOR MANDATED SERVICES PROVIDED BY COMMUNITY SERVICES BOARDS

James City County supports Colonial Behavioral Health in its mission to provide needed services to individuals and families affected by mental illness, intellectual disabilities and substance use disorders and encourages the General Assembly to adequately fund state mandated services and programs for all Community Services Boards.

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: County Administrator's Report

---

**ATTACHMENTS:**

	Description	Type
▣	Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/8/2017 - 8:23 AM

## MEMORANDUM

DATE: November 14, 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 September 6, 2017 through November 6, 2017:

### September 6, 2017 (Wednesday)

- Met with Renee Dallman, Public Information Officer
- Attended Business Intelligence Demo with IRM
- Conference Call with Evergreen Solutions
- Met with Grace Boone, General Services Director
- Met with Rebecca Vinroot, Social Services Director

### September 7, 2017 (Thursday)

- Met with Betsy Fowler, Library Director
- Attended Housing Task Force meeting
- Met with John Carnifax, Parks & Recreation Director: Performance Evaluation
- Met with Patrick Teague, HR Director: Performance Evaluation
- Met with Grace Boone, General Services Director: Performance Evaluation
- Attended Housing Task Force meeting
- Met with John McGlennon, Supervisor
- Met with Ryan Ashe, Fire Chief

### September 8, 2017 (Friday)

- Met with Thomas Tingle: EDA update
- Met with Ryan Ashe, Fire Chief: Performance Evaluation
- Met with Amy Jordan, Economic Development Director: Performance Evaluation
- Met with Brad Rinehimer, Police Chief: Performance Evaluation
- Attended meeting with DEQ

### September 9, 2017 (Saturday)

- Attended Stormwater Facility Management workshops

### September 11, 2017 (Monday)

- Met with Karen Riordan, The Williamsburg Chamber and Tourism Alliance CEO
- Meeting with Jason Purse, Assistant County Administrator and David Nice
- Meeting with Patrick Teague, HR Director

September 12, 2017 (Tuesday)

- Attended Historic Triagle Group Event
- Attended Executive Leadership Team meeting
- Attended Agenda meeting
- Met with John Carnifax, Parks & Recreation Director
- Met with Renee Dallman, Public Information Officer
- Attended Board of Supervisors meeting

September 13, 2017 (Wednesday)

- Attended NATOA Conference

September 14 2017 (Thursday)

- Attended NATOA Conference

September 15, 2017 (Friday)

- Attended NATOA Conference

September 18, 2017 (Monday)

- Attended Historic Triangle Collaborative meeting
- Met with Patrick Teague, HR Director
- Met with Sue Mellen, FMS Director
- Attended Social Services Open Table Informational Session

September 19, 2017 (Tuesday)

- Met with Paul Holt, Community Development Director
- Met with Larry Waltrip and Christy Parish, Zoning Director

September 20, 2017 (Wednesday)

- Attended Virginia Peninsula Regional Jail (VPRJ) meeting
- Met with John Kuplinski, VPRJ Superintendent
- Visited Law Enforcement Center
- Met with Doug Powell, JCSA General Manager
- Met with Grace Boone, General Services Director

September 21, 2017 (Thursday)

- Attended Hampton Roads Transportation Planning Organization, Hampton Roads Transportation Accountability Commission and Hampton Roads Planning District Commission
- Attended Hampton Roads Military and Federal Facilities Alliance (HRMFFA)
- Met with Ryan Ashe, Fire Chief

September 22, 2017 (Friday)

- Met with Doug Powell, JCSA General Manager

September 25, 2017 (Monday)

- Attended RWJF meeting
- Met with Ryan Ashe, Fire Chief

September 26, 2017 (Tuesday)

- VPRJ Application Review meeting
- Attended Agenda meeting
- Conference call with Lesley Bruno, Social Services Strategic Planning Consultant
- Attended Board of Supervisors meeting

September 27, 2017 (Wednesday)

- Met with Grace Boone, General Services Director

September 28, 2017 (Thursday)

- Attended Virginia Tourism Commission Billsburg Grant Presentation, James City County Marina
- Met with Randy Wheeler, Poquoson City Manager

October 4, 2017 (Wednesday)

- Met with Olwen Herron, Williamsburg-James City County Superintendent, Kyra Cook, Williamsburg-James City County School Board member and Ruth Larson, James City County Board Supervisor
- Attended Office of Economic Development County Tour with Sue Sadler and Ruth Larson, James City County Board Supervisors

October 5, 2017 (Thursday)

- Met with Dixon Hughes Goodman, LLC Auditors and Accounting Staff

October 6, 2017 (Friday)

- Attended James City County Manufacturing Days
- Met with Kevin Curtis
- VPRJ Interviews

October 9, 2017 (Monday)

- Attended The Williamsburg Regional Library Board of Trustees meeting
- Lafayette Tour with Eric Stone
- Met with Ryan Ashe, Fire Chief
- Met with Paul Holt, Community Development Director and Rebecca Vinroot, Social Services Director; Workforce Task Force Housing
- Met with Sue Mellen, FMS Director

- Met with Patrick Teague, HR Director

October 10, 2017 (Tuesday)

- Attended Advocating for Virginia Children, WHF & CDR event
- Attended Agenda meeting
- Met with John Carnifax, Parks & Recreation Director
- Met with Doug Powell, JCSA General Manager
- Met with Doug Powell, JCSA Director, Paul Holt, Community Development Director and Zach Trogon WATA Executive Director
- Attended Board of Supervisors meeting

October 11, 2017 (Wednesday)

- Met with Renee Dallman, Public Information Officer; podcast
- Met with Grace Boone, General Services Director

October 12, 2017 (Thursday)

- Attended SWIFT Progress Tour of the Research Center during an Open House in observance of "Imagine a Day Without Water" with Doug Powell, JCSA Director
- Met with John Kuplinski, VPRJ Superintendent
- Attended Executive Leadership Team meeting

October 13, 2017 (Friday)

- Met with Brad Rinehimer, Police Chief
- Met with Patrick Teague, HR Director; Disciplining Hearing Discussion
- Attended Riverside PACE Tour

October 16, 2017 (Monday)

- Attended Historic Triangle Collaborative meeting
- Attended New Employee Orientation
- Attended Peninsula Council for Workforce Development: Navigating the Winds of Change
- Attended Jamestown Yorktown Foundation VIP Reception

October 18, 2017 (Wednesday)

- Met with Tony Pham, VPRJ Superintendent
- Attended VPRJ meeting
- Met with Latara Branch, Civic Engagement Coordinator
- Met with Paul Holt, Community Development Director
- Met with Grace Boone, General Services Director
- Met with Sue Sadler, James City County Board Supervisors

October 19, 2017 (Thursday)

- Attended Hampton Roads Transportation Planning Organization, Hampton Roads Transportation Accountability Commission and Hampton Roads Planning District Commission
- Grievance Hearing
- Met with Ava McClain, College of William & Mary student

October 20, 2017 (Friday) - October 25, 2017 (Wednesday)

- ICMA Conference
- ICMA Conference Presentation

October 30, 2017 (Monday)

- Met with Sue Mellen, FMS Director
- Met with Patrick Teague, HR Director

October 31, 2017 (Wednesday)

- Attended Coffee with County Administrator
- Met with County Attorney's office
- Attended Chili Cook-Off, James City County Staff Event
- Met with John Kuplinski, VPRJ Superintendent

November 1, 2017 (Wednesday)

- Met with Rebecca Vinroot, Social Services Director
- Attended New Employee Orientation
- Attended HRPDC Chief Administrative Officers meeting
- Met with Grace Boone, General Services Director
- Met with Senator Tommy Norment
- Attended Memorial Gathering

November 2, 2017 (Thursday)

- Attended Open House for Social Services Strategic Planning
- Met with Brad Rinehimer, Police Chief
- Phone Conference with Auditors
- Attended Open House for Social Services Strategic Planning
- Attended Celebration of Business

November 6, 2017 (Monday)

- Met with Renee Dallman, Public Information Officer
- Met with Darryl Cook, Stormwater Engineer, Paul Holt, Community Development Director, Fran Geissler, Stormwater Director, Grace Boone, General Services Director
- Met with Kim Hazelwood, GIS Supervisor, Paul Holt, Community Development Director and Patrick Page, IRM Director; Mapping
- Met with Sue Mellen, FMS Director



County Administrator's Report

November 14, 2017

Page 6

- Met with Patrick Teague, HR Director
- Met with Renee Dallman, Public Information Officer, Paul Holt, Community Development Director and Chris Coleman, Web Interaction Designer
- Met with Paul Holt, Community Development Director

BJH/nb

CARreport111417-mem

**AGENDA ITEM NO. L.1.**

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Jason Purse, Assistant County Administrator

SUBJECT: Consideration of a personnel matter involving the performance review of the County Administrator pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/3/2017 - 9:54 AM

**ITEM SUMMARY**

DATE: 11/14/2017

TO: The Board of Supervisors

FROM: Teresa Fellows, Administrative Coordinator

SUBJECT: Adjourn until 4 p.m. on November 26, 2017 for the Work Session

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development Authority	Fellows, Teresa	Approved	11/2/2017 - 9:08 AM