

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
READING FILE
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 14, 2020
5:00 PM

A. FOR YOUR INFORMATION

1. Planning Commission and Board of Zoning Appeals 2019 Annual Report
2. Fiscal Year 2021-2025 Capital Improvements Program

ITEM SUMMARY

DATE: 4/14/2020

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Planning Commission and Board of Zoning Appeals 2019 Annual Report

Please find attached the 2019 Annual Report for both the Planning Commission (PC) and the Board of Zoning Appeals (BZA).

ATTACHMENTS:

	Description	Type
📎	PC & BZA Annual Report for 2019	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	3/26/2020 - 1:36 PM
Publication Management	Daniel, Martha	Approved	3/26/2020 - 2:24 PM
Legal Review	Kinsman, Adam	Approved	3/26/2020 - 4:11 PM
Board Secretary	Fellows, Teresa	Approved	4/7/2020 - 10:05 AM
Board Secretary	Purse, Jason	Approved	4/7/2020 - 10:12 AM
Board Secretary	Fellows, Teresa	Approved	4/7/2020 - 2:06 PM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2019 ANNUAL REPORT



**DEPARTMENT OF COMMUNITY DEVELOPMENT
101-A MOUNTS BAY ROAD
WILLIAMSBURG, VA 23185**

PLANNING DIVISION
757.253.6685
PLANNING@JAMESCITYCOUNTYVA.GOV
WWW.JAMESCITYCOUNTYVA.GOV/404/PLANNING

ZONING DIVISION
757.253.6671
ZONING@JAMESCITYCOUNTYVA.GOV
WWW.JAMESCITYCOUNTYVA.GOV/447/ZONING



2019 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2019 Annual Report.

Number of Cases Reviewed by the Planning Commission	2016	2017	2018	2019
Agricultural and Forestal District	1	1	13	7
Height Waiver	0	4	1	2
Master Plan	2	2	0	3
Rezoning	8	3	2	10
Special Use Permit	16	13	11	16

The five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading initiative of 2019. Early in 2019, the Policy Committee and Planning Commission, along with the Board of Supervisors, provided input on desired topics for the review. This guidance helped inform the request for proposals (RFP) process for consultant services on this ambitious effort. In June, the Board of Supervisors awarded the contract to the consultant team of EPR-PC, Clarion Associates, Michael Baker International, and TischlerBise. Also during this time, staff began work to update the various sections of the plan. Of particular note, staff worked with the Hampton Roads Transportation Planning Organization, York County, and the City of Williamsburg on a transportation study of the Historic Triangle.

In July, Phase I of this five-phase process began in earnest with a series of kickoff meetings, first with County staff and later during a joint Planning Commission and Board of Supervisors work session. The Community Participation Team, appointed by the Board of Supervisors and tasked with overseeing public engagement for the effort, met throughout the late summer and fall to brand the Engage 2045 process, make plans for public engagement and communications, promote the process, and provide guidance and oversight for the first engagement opportunities. The culminating event, Summit on the Future, and its companion online questionnaire, attracted more than 440 participants from November 18-December 18, providing the Planning team and CPT with insights on citizen priority areas, potential areas for change and preservation, big ideas, and visual preferences.

For development related activity in 2019, perhaps the most significant action included a comprehensive rezoning and proffer and master plan amendment for the Stonehouse community, which included reducing the size of the Planned Unit Development by 2,660 acres and reducing the development potential by approximately 1,100 residential units.

It has been an honor to serve with my colleagues and I would like to take this opportunity to thank them and the entire staff of the Planning Division for their hard work and dedication.

Jack Haldeman, 2019 Planning Commission Chair

James City County Planning Commission

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2019 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Jack Haldeman** (Chair)	Berkeley	1/10/2017	1/31/2021
Rich Krapf** (Vice Chair)	Powhatan	1/23/2007	1/31/2022
Danny Schmidt**	Roberts	2/23/2016	1/31/2020
Odessa Dowdy**	Stonehouse	2/01/2019	1/31/2024
Julia Leverenz**	At-Large	2/27/2018	1/31/2022
Tim O'Connor**	At-Large	8/10/2010	1/31/2021
Frank Polster**	Jamestown	2/01/2018	1/28/2022

2019 PLANNING DIVISION STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**

Ellen Cook, AICP, Principal Planner

Tammy Rosario, AICP, Principal Planner

Jose Ribeiro, AICP, Senior Planner II

Scott Whyte, AICP, Senior Landscape Planner II

Alex Baruch, Senior Planner

Savannah Pietrowski, Senior Planner

Roberta Sulouff, Senior Planner

Thomas Wysong, Senior Planner

Tori Haynes, Planner

Tom Leininger, Planner

Brett Meadows, Planner

Beth Klapper, Community Development Assistant

John Risinger, Community Development Assistant

Katie Pelletier, Community Development Assistant

2019 ZONING DIVISION STAFF

Christy Parrish, CZA, CFM, Zoning Administrator

Terry Costello, CZA, Deputy Zoning Administrator

John Rogerson, CZA, Senior Zoning Officer

Louis Pancotti, CZA, Senior Zoning Officer

Taylor Orne, Zoning Officer

**Virginia Certified Planning Commissioner

AICP – American Institute of Certified Planners

CNU-A – Congress for the New Urbanism – Accredited

CZA – Certified Zoning Administrator

CFM – Certified Floodplain Manager

INTRODUCTION

The James City County Planning Commission (Commission) is composed of seven members, one member from each of the County's five magisterial districts (Powhatan, Roberts, Stonehouse, Jamestown, Berkeley) and two at-large members. Members participate on one or two subcommittees: Development Review Committee (DRC) and the Policy Committee. The DRC reviews subdivisions and site plans for consistency with approved master plans, County Zoning and Subdivision Ordinances, the Comprehensive Plan, and other Board-adopted policies. The Policy Committee works with staff to (1) prioritize Capital Improvements Program (CIP) requests in accordance with the Comprehensive Plan, and (2) address specific planning-related issues such as policy and Ordinance revisions.

Townhomes in Liberty Crossing



PLANNING COMMISSION RESPONSIBILITIES

The Board appoints members to the Commission to review cases and make recommendations regarding land use, transportation, public facilities and utilities. The Commission shall, among other activities:

- Update and coordinate the implementation of the County's Comprehensive Plan;
- Review and make recommendations to the Board of Supervisors on rezoning, master plan, special use permit, subdivision and site plan applications;
- Consider and prepare policy and Ordinance revisions;
- Assess the annual CIP priorities; and
- Participate in community planning forums and committee studies.

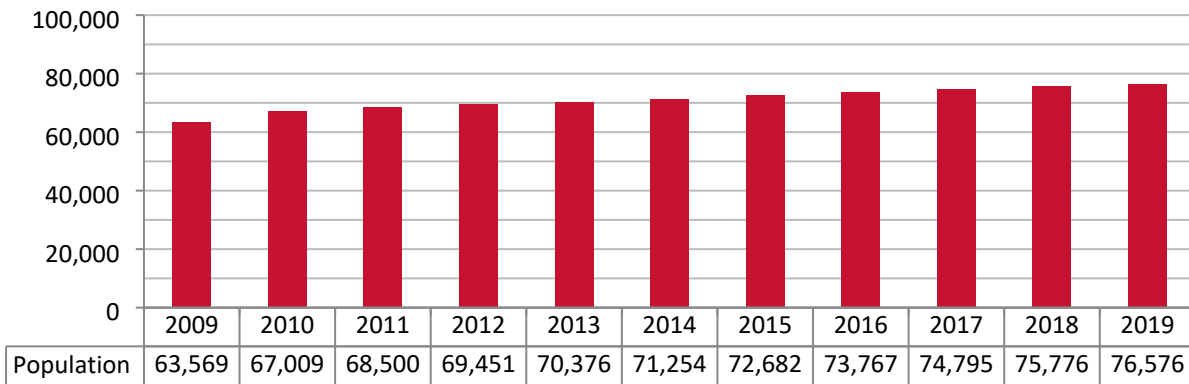
2019 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 2	July 3	March 18*
February 6	August 7	July 23**
March 6	September 4	
April 3	October 2	
May 1	November 6	
June 5	December 4	

*Organizational and CIP Recommendation Meeting

**Joint Work Session with Board of Supervisors

DEVELOPMENT AND GROWTH

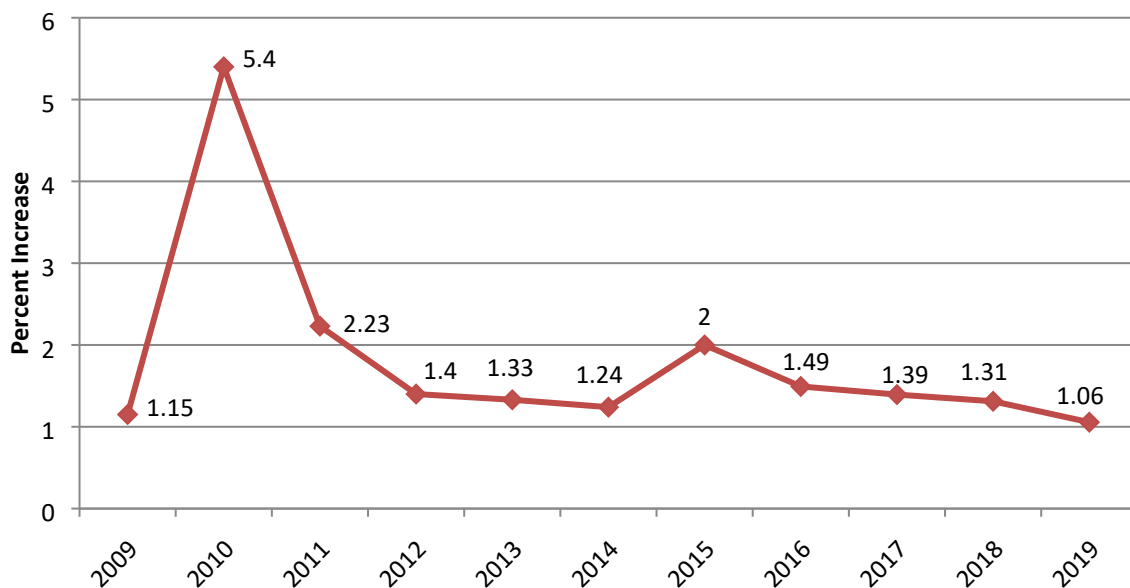
James City County Population



Source: Staff population estimates (2009, 2011-2019) and United States Census Bureau (2010).

Note: Staff population estimates are as of December of the year indicated.

Percent Annual Population Increase

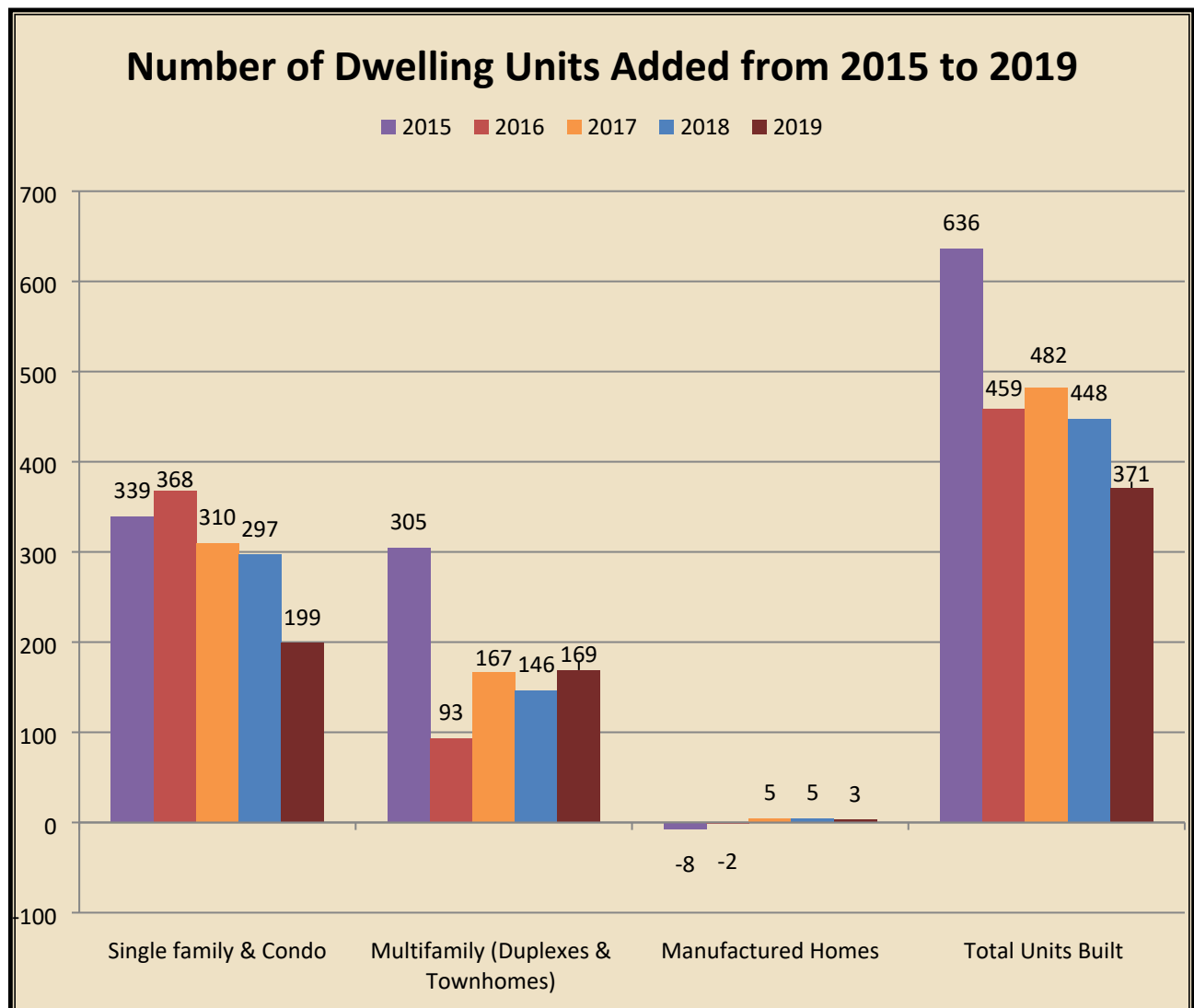


The apparent “jump” in population numbers between the years 2009 and 2010 represented in the above graphic by a sharp vertical line does not reflect real population growth; rather, the “jump” is attributed to a recalibration of the population figure based on new data from the U.S. Census Bureau released in 2010.

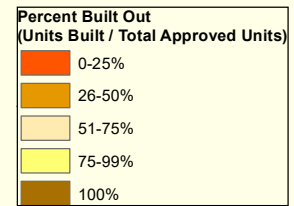
Number of Dwelling Units Added from 2015 to 2019					
Calendar Year	Single Family & Condo	Multifamily (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
2015	339	305	-8	636	32,360
2016	368	93	-2	459	32,819
2017	310	167	5	482	33,301
2018	297	146	5	448	33,749
2019	199	169	3	371	34,120

As of 2010, the U.S. Census Bureau no longer provides a breakdown of dwelling units by housing type.

* The Total Unit Count represents the total net number of dwelling units in the County per the 2010 Census (29,797 dwelling units) plus the number of residential Certificates of Occupancy issued in 2016-2019. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.



James City County Residential Subdivisions Build-Out as of January 2020



Gloucester
County

York
County

Charles City
County

Surry
County

City of
Newport News

Isle of Wight
County

-The total number of approved units for each subdivision is shown in the green callout box.

-Sources are Real Estate Assessments and Planning Division records.
The total number of units is based on Master Plan caps, recorded plats,
or subdivision construction plans.

*Estimated number of approved units.

- As a part of the cumulative impact evaluation during the Zoning Ordinance update process,
staff has compiled a list of units by subdivision that have been approved but not yet built.
Please see jamestownva.gov/DocumentCenter/Index/60

RESIDENTIAL SUBDIVISION BUILDING DATA / CUMULATIVE IMPACT DATABASE

The Residential Subdivision Build-out Map has been updated. Staff exported and coded data for all newly created parcels from Real Estate Assessments/GIS as part of the cumulative impact evaluation. Based on this information, staff has also updated the series of reports that provide detailed information for all subdivisions within James City County. Each report is organized by subdivision alphabetically or by election district.

The following reports are described below and posted in the Development Status Report folder under Forms and Publications then Policy Guidelines: <https://jamescitycountyva.gov/DocumentCenter/Index/690>

- “Development Status Report - All Data” - reports the number of vacant parcels, improved parcels, residential units and all parcel unit classifications. This report includes common areas, timeshares, public lands, commercial, etc. A summary of the data from this report is present in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	7,497	523	6,891	7,414
Jamestown	7,812	496	6,030	6,526
Powhatan	6,581	883	5,705	6,588
Roberts	6,981	554	5,394	5,948
Stonehouse	7,338	1,071	7,262	8,333
TOTAL	36,209	3,527	31,282	34,809

- “Residential Development Status Report - Residential Only,” provides information only on residential units and continuing care facilities. This report is condensed and excludes unit classification. The unit counts do not include common areas, timeshares, public lands, commercial, etc. An updated summary of the data from this report is presented in the table below:

Election District	Residential Unit Count	Vacant Parcels	Improved Parcels	Total Parcels
Berkeley	6,810	214	6,078	6,292
Jamestown	7,296	248	5,273	5,521
Powhatan	6,365	743	5,318	6,061
Roberts	6,890	254	5,031	5,285
Stonehouse	7,329	794	6,935	7,729
TOTAL	34,780	2,253	28,635	30,888

- “Residential Development Status Report - Schools” - displays information sorted by school districts. A report is provided for (1) elementary schools, (2) middle schools, and (3) high schools.

As part of the Engage 2045 Comprehensive Plan update, staff will be working with consultants to undertake scenario-planning and integrated land use, transportation and cumulative impact modeling efforts using GIS, CommunityViz, a customized travel demand model, and fiscal model. These efforts will not only guide community visioning but also land use decisions. Staff continues evaluating features within the new permitting software which may also aid with tracking capabilities.

PLANNING COMMISSION HIGHLIGHTS AND ACTIVITIES

DEVELOPMENT REVIEW

Development review activities consist primarily of rezonings, special use permits, site plans, subdivisions, and conceptual plans.

Special Use Permits (SUP): The Planning Commission reviewed 16 SUP applications including six requests for short-term rentals; a request to allow a detached accessory apartment, a request for a solar farm, a request to allow the expansion of Norge Dental Center, a request to allow the expansion of King of Glory Lutheran Church, a request to allow for the repair of the College Creek Pipeline, and a request to allow redevelopment of an existing building for light industrial manufacturing and warehousing.

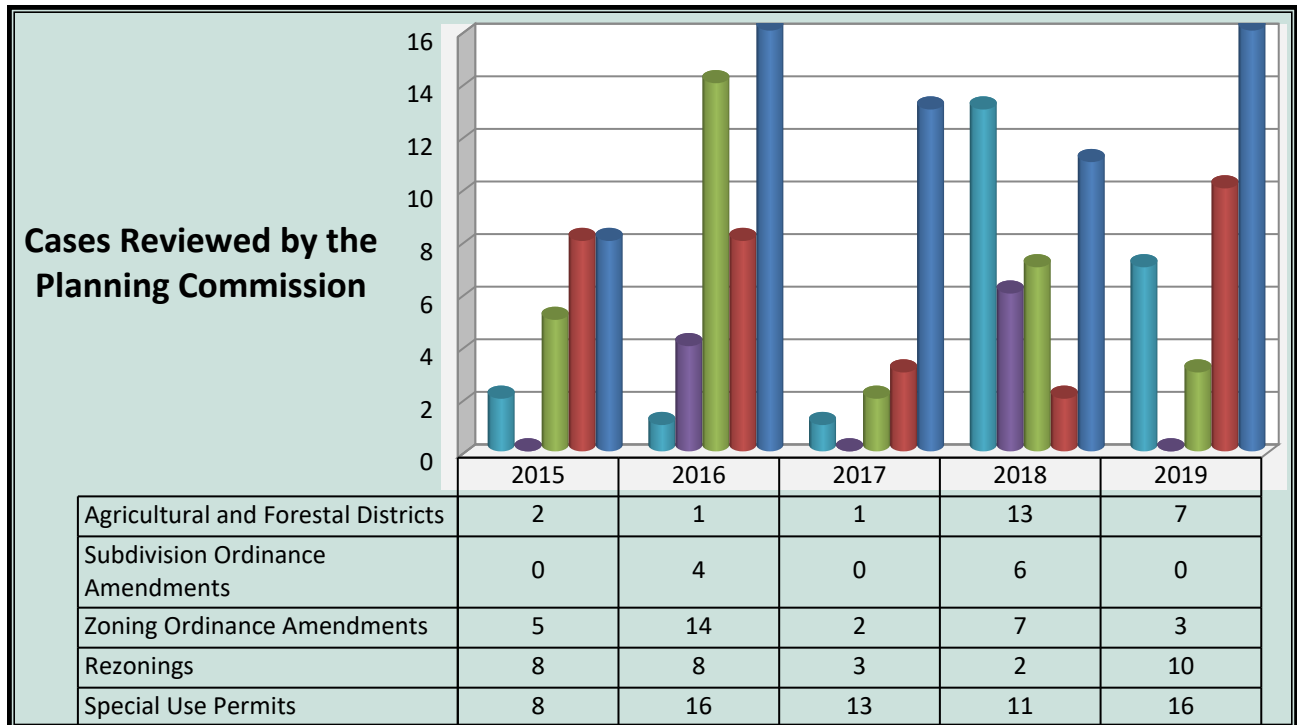
Rezoning: Ten rezoning applications were considered by the Commission including a request to amend the proffers to allow a minimum of three affordable units to be offered for rent, rather than for sale; a request to rezone ± 2.11 acres of land from A-1, General Agricultural to M-1, Limited Business/Industrial with proffers to allow the reuse of the existing building for manufacture of novelty souvenir items; a proposal to amend the adopted proffers and Master Plan for Forest Heights; an amendment to the approved Proffers for Mason Park to remove the reference to detached garages; a proposal to rezone approximately 2,659.6 acres from Planned Unit Development (PUD)-Residential, to A-1, General Agricultural; and to grant restrictive use easements over the area, along with proffer amendments related to traffic improvements, community and recreational facilities, public use sites, and environmental protections in the Stonehouse development, and a proposal to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.

Master Plan: Three master plan amendments were brought before the Commission in 2019 for changes to Forest Heights, Stonehouse, and the Promenade. The Forest Heights matter was considered by the Board of Supervisors and a new application was brought back to the Commission. Amendments to the Promenade Master Plan were made to allow the construction of an additional ten-plex building in lieu of 10 of the live-above units associated with the commercial development. The amendment also revised the land use designation of four properties to permit up to 47,918 square feet of stand-alone commercial and/or office structures and open space. The amendment to the Stonehouse Master Plan reduced the size of the PUD by approximately 2,659.6 acres; reduced the maximum permitted number of dwelling units and non-residential square footage; changed land use designations within the development; made revisions to the approved proffers related to traffic improvements, community and recreational facilities, public sites, environmental protections, and adjusted the boundary line between PUD-Commercial and PUD-Residential.

Residential Units Legislatively Approved in 2019: 96 additional residential units were approved

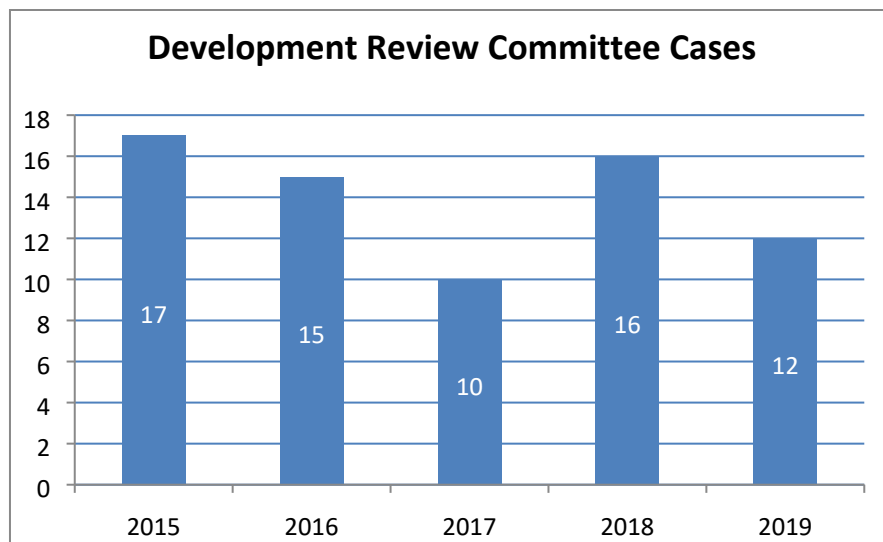
with the Forest Heights rezoning. Approximately 1,100 residential units were removed from the Stonehouse development for a net reduction of approximately 1,004 units.

Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed seven AFD additions bringing in a total of ± 201 acres. Approximately 391 acres were withdrawn from the Hill Pleasant Farm district to allow for the development of a proposed solar farm on the property.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed 12 cases including C-18-0118, 4704 Lady Slipper Fence, a request to construct a fence within a scenic easement; SP-18-0089, Extra Mile Landscapes and Two Drummers Smokehouse Expansion, a request to allow a 3,000-square-foot addition to Two Drummers Smokehouse for approximately 250 seats with associated parking improvements; C-19-0030, Colonial Heritage Commercial Property Design Guidelines, a preliminary review of a proposed assisted living facility on the commercial parcel; C-0018-0082, 7082 Menzels Road Minor Subdivision, a proposal for a nine-lot subdivision on an undeveloped tract of land; C-19-0036, 8770 Croaker Road - Overhead Utility Waiver a request to permit an overhead power line connection to a single-family home currently under construction; SP-19-0065, Chickahominy Riverfront Park Shoreline Stabilization - Tree Removal, a request to approve the tree removal necessary for the project; and C-19-0073, 2822 Forge Road Shared driveway exception request.



POLICY COMMITTEE

Policy Committee review functions include reviewing the Capital Improvements Program as well as reviewing any changes to the Zoning and Subdivision Ordinances or Commission Bylaws.

In 2019, the Committee continued to consider potential ordinance amendments which would clarify master plan consistency determinations; address protections for the public water supply and areas of public health and water quality sensitivity; and address Code of Virginia changes regarding wireless communication facilities. The Policy Committee also considered an amendment to allow the County to accept voluntary proffers, and an amendment to permit warehouse, storage and distribution centers in certain Mixed Use Zoning Districts via a special use permit rather than being permitted by right, which is the current use classification.

PLANNING COMMISSION ACTION**SPECIAL USE PERMITS**

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-18-0027	121 Leisure Road, Luxterra Electric Inc.	121 Leisure Road	1.84	A request to allow a contractor's office with equipment storage associated with an electrical contracting business.	Approval	Approval	Approval
SUP-18-0030	6446 Richmond Road, Convenience Store and Gas Pumps (Wawa)	6446 Richmond Road	0.50	A request to construct a 5,850-square-foot convenience store with six gas pumps.	Denial	Denial	Approval (modified application)
SUP-18-0031	115 Constance Ave. Detached Accessory Apartment	115 Constance Avenue	26.83	A request to allow a detached accessory apartment to be constructed within a new detached accessory structure.	Approval	Approval	Approval
SUP-18-0032	3020 Ironbound Road Rental of Rooms	3020 Ironbound Road	1.86	A request to allow the short-term rental of up to two bedrooms in an owner-occupied single-family home.	Approval	Approval	Approval
SUP-19-0004	JCSA College Creek Pipeline Project	Humelsine Parkway (State Route 199)	0.95	A request to allow the installation of +/- 1,100 linear feet of a 14-inch water main.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0009	Longhill Road King of Glory Lutheran Church Expansion	4897 Longhill Road	13.63	A request to expand the existing place of public assembly to include a new sanctuary and associated parking, expansion of existing school with accessory uses and to permit establishment of a neighborhood resource center.	Approval	Approval	Approval
SUP-19-0010	Norge Dental Center Expansion	7450 Richmond Road 127 Peach Street	2.33	A request to expand the existing dental facility, expand parking lot, and add a new storage building.	Approval	Approval	Approval
SUP-19-0011	5026 River Drive Tourist Home	5026 River Drive	0.51	A request to allow the short-term rental of an entire three-bedroom residential home.	Approval	Approval	Approval
SUP-19-0014	6096 Centerville Road Tourist Home	6096 Centerville Road	4.52	A request to allow the short-term rental of a one bedroom detached accessory apartment.	Approval	Approval	Approval
SUP-19-0015	4440 Ironbound Road Tourist Home	4440 Ironbound Road	0.21	A request to allow the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-19-0016	3021 Ironbound Road Tourist Home	3021 Ironbound Road	0.69	A request to allow the short-term rental of an entire two-bedroom residential home.	Approval	Approval	Approval
SUP-19-0017	Hill Pleasant Farm Solar Farm	7150 Richmond Road	192.76	A request to allow the development of a solar panel facility for electrical power generation, storage, transmission, and associated activities.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0018	6623 Richmond Road, Train Control System Assembly and Storage	6623 Richmond Road	11.9	A request to allow the processing, assembly, and storage of train control system components within a portion of an existing building.	Approval	Approval	Approval
SUP-19-0019	530 Neck-O-Land Road Tourist Homes	530 Neck-O-Land Road	0.918	A request to allow for the short-term rental of two tourist homes containing two units each.	Approval	Denial	Approval (modified application)
SUP-19-0020	Forest Heights Rezoning and Independent Living Facility	Various	47.1	A request initiated by the Board of Supervisors to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.	Approval	Approval	Approval
SUP-19-0024	Monticello Shops	4744 Old News Road 3897 Ironbound Road 3905 Ironbound Road	2.75	A request to allow development of three parcels for office/retail, restaurant, and a three-bay vehicle repair and service facility use.	Approval	Denial	Withdrawn Prior to BOS Meeting

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-18-0006	Ironbound Crossing Rezoning	4007 Ironbound Road; 4002 Ironbound Road	2.67	A request to rezone 2.67 acres of land to B-1, with proffers, for commercial, office and institutional uses.	Approval	Approval	Approval
Z-18-0002	Stonehouse Planned Community Rezoning from PUD-R to A-1	9800 Six Mount Zion Road (Portion)	2,659.6	A request to rezone a portion of 9800 Six Mount Zion Road from Planned Unit Development-Residential (PUD-R) to A-1, General Agricultural, and to grant restrictive use easements over this area.	Approval	Approval	Approval
Z-19-0001	Powhatan Terrace Proffer Amendment	1676 Jamestown Road; 1678 Jamestown Road; 180 Red Oak Landing Road	16.51	A request to amend to allow a minimum of three affordable units to be offered for rent, rather than for sale.	Approval	Approval	Approval
Z-19-0002	8231 Richmond Road Rezoning	8231 Richmond Road	2.11	A request to rezone the property from A-1 to M-1, Limited Business/Industrial with proffers to allow re-use of the existing building for manufacture of novelty souvenir items.	Approval	Approval	Approval
Z-19-0007	Forest Heights Proffer and Master Plan Amendments	6015 Richmond Road	11.42	A request to amend the proffers and Master Plan for Forest Heights to allow for the addition of up to 46 townhomes, a mini-storage facility, and a residential dwelling unit for a caretaker.	Denial	Approval	Deferral

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0010	Stonehouse Planned Community Proffer and Master Plan Amendments	Various	1,913.3	A request to reduce the size of the PUD; reduce the maximum permitted number of dwelling units and non-residential square footage; change land use designations; make revisions to the approved proffers related to traffic improvements, community and recreational facilities, public sites, environmental protections; and adjust the boundary line between PUD-Commercial and PUD-Residential.	Approval	Approval	Approval
Z-19-0011	Mason Park Proffer Amendment	1916 Jamestown Road	9.1	A request to amend Condition Nos. 1 and 11 of the adopted Proffers to remove reference to detached garages.	Approval	Approval	Approval
Z-19-0012	Forest Heights Rezoning and Independent Living Facility	Various	47.1	A request initiated by the Board of Supervisors to rezone the Forest Heights area from MU, Mixed Use with proffers to R-3, Residential Redevelopment and R-3, Residential Redevelopment with proffers, to allow for the addition of 46 townhomes and a 50-unit independent living facility.	Approval	Approval	Approval
Z-19-0014	The Promenade at John Tyler Proffer and Master Plan Amendment	5299, 5303, 5307, and 5311 John Tyler Highway	5.5	A request to amend the adopted proffers and Master Plan to permit the construction of an additional ten-plex building.	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0018	Monticello Shops	4744 Old News Road 3897 Ironbound Road 3905 Ironbound Road	2.75	A request to allow development of three parcels for office/retail, restaurant, and a three-bay vehicle repair and service facility use.	Approval	Denial	Withdrawn prior to BOS Action

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-02-86-2-2018	4450 Ware Creek Road Croaker Addition	14.18	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0016	365, 358, and 382 Ivy Hill Road Mill Creek Addition	60.73	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0017	9888 Sycamore Landing Road Croaker Addition	60.35	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0019	4928 Fenton Mill Road Croaker Addition	52.28	Addition of property to an existing district.	Approval	Approval	Approval
AFD-18-0020	8328 Diascund Road Mill Creek Addition	10.00	Addition of property to an existing district.	Approval	Approval	Approval
AFD-19-0001	7150 Richmond Road Hill Pleasant Farm Withdrawal	391.00	Withdrawal of property to allow for development of a solar farm.	Denial	Approval	Approval
AFD-19-0002	9896 Sycamore Landing Road Croaker Addition	3.85	Addition of property to an existing district.	Approval	Approval	Approval

Case numbering format for Agricultural and Forestal District Cases also changed after implementing PermitLink software in June 2018 and no longer references the AFD's creation (Ex: AFD-02-86-XX-YYY). The revised format is now consistent with all other cases.

ZONING ORDINANCE AMENDMENTS

Case Number	Case Name	Case Description	PC	BOS
ORD-18-0013	Zoning Ordinance Amendments Regarding Master Plan Consistency Determinations	Clarifies the process and criteria for determining if development plans are consistent with the approved Master Plan; establishes submittal process for development plans proposing significant changes in dwelling unit location, count and/or type over that shown on the Master Plan; and amends the process for development plans that are determined to deviate significantly from the approved Master Plan.	Denial	No Action
ORD-19-0001	Zoning Ordinance Amendment to Section 24-16, Proffer of Conditions	Establishes that the County may accept voluntary proffers for rezonings and/or amendments to the County's Zoning Map.	Approval	Approval
ORD-19-0002	Zoning Ordinance Amendment - Section 24-111, Temporary Offices	Adds a provision that the requirements of Section 24-200 (c) to place new utilities underground shall not apply to trailers and portable buildings being used as temporary offices when the Planning Director finds that it is not practicable for the application to meet such requirements.	Approval	Approval

MAJOR INITIATIVES

ENGAGE 2045 COMPREHENSIVE PLAN UPDATE

The five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading major initiative of 2019. To support this effort, Planning staff focused on scoping the update and securing consultant services during the first half of the year, and shifted to conducting the official kick-off and update activities during the second half of the year.

Early in 2019, the Policy Committee and Planning Commission, along with the Board of Supervisors, provided input on desired topics for the review. This guidance helped inform the request for proposals (RFP) process for consultant services on this ambitious effort. In June, the Board of Supervisors awarded the contract to the consultant team of EPR-PC, Clarion Associates, Michael Baker International, and TischlerBise. Also during this time, staff began work to update the various sections of the plan. Of particular note, staff worked with the Hampton Roads Transportation Planning Organization, York County, and the City of Williamsburg on a transportation study of the Historic Triangle.

In July, Phase I of this five-phase process began in earnest with a series of kick-off meetings, first with County staff and later during a joint Planning Commission and Board of Supervisors work session. The Community Participation Team, appointed by the Board of Supervisors and tasked with overseeing public engagement for the effort, met throughout the late summer and fall to brand the Engage 2045 process, create and develop plans for public engagement and communications, promote the process, and provide guidance and oversight for the first engagement opportunities. The culminating event, Summit on the Future, and its companion online questionnaire and survey, attracted more than 440 participants from November 18 to December 18, providing the Planning team and CPT with insights on citizen priority areas, potential areas for change and preservation, big ideas, and visual preferences.

ORDINANCE UPDATES AND ON-GOING PROJECTS

Throughout 2019, the Planning Division and Planning Commission also worked on a variety of on-going projects.

- Planning staff supported efforts led by other County Departments on projects and reports including the Workforce Housing Task Force Report (and subsequent action plan), and the update to Shaping our Shores.
- Throughout the year, Community Development staff continued to make improvements and add functionality to EnerGov's Land Development and Asset Management Software, known as PermitLink, continuing in the effort to create a better customer experience and to enhance communications between divisions for development applications.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued funding and worked toward construction of transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*. Progress made on key projects included the following:

- Progress on construction of I-64 Widening - Segments 2 and 3
- Progress on the right-of-way (ROW) phase and advertisement for construction for Longhill Road widening - Phase 1
- Start of the ROW phase and advertisement for construction for the Olde Towne Road/Longhill Road intersection improvements
- Progress on the ROW and advertisement for the construction phase of the Centerville Road/News Road intersection improvement project
- Advertisement for design-build services for the Skiffes Creek Connector
- Progress on preliminary engineering (PE) for the Croaker Road widening project
- Additional funding for Pocahontas Trail multi-modal improvements
- Start of PE for Safe Routes to Schools improvements at Clara Byrd Baker Elementary School and Five Forks
- Progress on PE for roadway and stormwater improvements on Richmond Road in Toano and in various roadways in Grove



2019 JAMES CITY COUNTY PLANNING COMMISSIONERS



Jack Haldeman, Chair
Berkeley District



Richard Krapf, Vice Chair
Powhatan District



Danny Schmidt
Roberts District



Tim O'Connor
At-Large



Odessa Dowdy
Stonehouse District



Frank Polster
Jamestown District



Julia Leverenz
At-Large

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

101-A MOUNTS BAY ROAD

WILLIAMSBURG, VIRGINIA 23185

PHONE: 757.253.6685

FAX: 757.253.6822

PLANNING@JAMESCITYCOUNTYVA.GOV

WWW.JAMESCITYCOUNTYVA.GOV/404/PLANNING



2019 BOARD OF ZONING APPEALS ANNUAL REPORT

2019 BOARD OF ZONING APPEALS MEMBERS

Name	District	Appointment	Term Expires
William J. Geib, Chairman *	Powhatan	4/2013	3/31/2023
Stephen M. Rodgers, Vice Chairman	Berkeley	4/2011	3/31/2024
Ron Campana, Jr. *	Jamestown	8/2011	6/30/2021
Mark Jakobowski *	Roberts	4/2018	3/31/2023
David Otey, Jr. *	Roberts	3/2010	3/31/2020

* Virginia Certified BZA Member

INTRODUCTION

The James City County's Board of Zoning Appeals (BZA) is a five-member, quasi-judicial body appointed by the local circuit court to serve five-year terms. Any community adopting a zoning ordinance must also establish an appeals board for review of circumstances where landowners may be unjustly burdened by the Zoning Ordinance. The Board conducts public hearings to consider requests for variances to the County's Zoning Ordinance, as well as appeals of decisions made by the Zoning Administrator.

The definition of variance reads:

Variance means, in the application of a zoning ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land, or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

The Board must find that the strict application of the Zoning Ordinance would unreasonably restrict the utilization of the property. Any decision made by the Board may be appealed to the James City County Circuit Court within 30 days.

State Code language places the burden of proof on the applicant with these five standards as the criteria:

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of a variance would alleviate a hardship

due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of § 15.2-2286 at the time of the filing of the variance application.*

MEETINGS

The James City County BZA is scheduled to meet the first Thursday of every month at 5 p.m. in Building F at the James City County Government Complex. The BZA met four times in 2019.



VARIANCES/APPEALS

Four applications for variances were considered in 2019. One was for an administrative variance and three applications went before the BZA. The synopses of the applications are as follows:

BZA-19-0003, 6283 Centerville Road - This was an appeal of the Zoning Administrator's determination made on February 1, 2019 that the property is being used for a contractor's storage yard which includes the storage of contractor's equipment, trailers and vehicles. The BZA upheld the Zoning Administrator's interpretation on May 2, 2019.

BZA-19-0004, 4551 John Tyler Highway - This was an application for a variance to Section 24-393(a), Yard Requirements, to reduce the required minimum yard setback from 50 feet to 48.27 feet. This is to permit the continued placement of a structure. This application was approved by the BZA on May 2, 2019.

BZA-19-0006, 2054 Jamestown Road - This was an application for a variance to Section 24-594(a)(4), Prohibited uses, for the continued placement, use and proposed improvement of the distribution of petroleum at an existing marina located in a floodplain district. This application was approved by the BZA on October 3, 2019.

BZA-19-0007, 121 Leisure Road - This was an application for a administrative variance to Section 24-217(a), Yard requirements, to reduce the required side yard setback from 5 feet for accessory structures to 4.1 feet. This variance allows for the continued placement of the one-story pole building. This application was approved by the Zoning Administrator on October 21, 2019.

CHANGES

On March 12, 2019, the Board of Supervisors approved Case No. ORD-18-0007, which authorized the Board of Zoning Appeals to grant a reasonable modification in accordance with the Americans with Disabilities Act or State and Federal Fair Housing Laws, as applicable. Section 24-650 of the James City County Zoning Ordinance was updated to reflect these changes as well as adding the reference to the Code of Virginia for establishing criteria for variances.



From left to right: Ron Campana, Jr., David Otey, Jr. William J. Geib, Mark Jakobowski, and Stephen Rodgers.

COMPREHENSIVE PLAN - TOWARD 2035: LEADING THE WAY

Following the adoption of the County's Comprehensive Plan in June 2015, County staff and partner agencies made strides in implementing the Comprehensive Plan. Progress made on many items are noted below.

Simultaneously with those implementation efforts, the Planning Commission and Planning staff began its five-year review of the Comprehensive Plan. Engage 2045, as the update process is known, officially began in summer 2019 and is expected to conclude in summer 2021.

GOALS, STRATEGIES AND ACTIONS ANNUAL REVIEW

Most sections of the Comprehensive Plan include goals, strategies and actions (GSAs), which collectively provide a mechanism for turning the written guidance of the Comprehensive Plan into tangible steps that can affect positive change, either through action or by identification of areas where additional resources are needed. The Planning Commission Annual Report provides an update on the progress that has been made in implementing the GSAs.

Specifically, the report lists tasks have been undertaken toward completion of actions previously identified as high priority. The Board of Supervisors will officially prioritize projects, based on available funding and resources, through the annual budget and Strategic Plan processes.

Note: The following list focuses on completed high priority actions, as previously referenced in the 2009 Comprehensive Plan Implementation Schedule. The list does not include actions with lower priorities.



Tasks with a 0-5 year timeframe	
Action	Task Completed
ED ECONOMIC DEVELOPMENT	
ED 1.4. Encourage private/public partnerships or similar initiatives to ensure the development and attraction of quality and innovative business ventures.	In 2019, Office of Economic Development (OED) and the Economic Development Authority (EDA) continued to seek opportunities for public-private partnerships. Staff assisted in the issuance of a Request For Proposals for the Amblers House and a preferred vendor was selected. Discussions are underway for a contract to be executed. Staff participated in the Shaping Our Shores Master Plan revision process. This revision, if adopted in 2020, includes the potential for expanded and additional public-private partnerships on the EDA-leased land at the James City County Marina. Staff continues to examine the potential for public-private partnerships on EDA-owned industrial property including 8925 Columbia Drive.
ED 2.2. Consider establishing and expanding incentive zone(s) and other programs as allowed by the Code of Virginia.	Throughout 2019, the OED continued to examine the implementation of new incentive programs. Following the transition to a new director, staff is now creating a formal incentive policy that will allow checks and balances for prospective businesses and expansions that will be approved in 2020.
ED 2.3. Promote tourism and associated industries as a year-round industry.	During 2019, there were 64 posts created and published to the Tourism website. There were 326 posts to social media (Facebook and Twitter), which is a 62% increase. The Tourism & Marketing Coordinator continues to partner with the Virginia Tourism Corporation and Williamsburg Tourism Council to highlight County businesses. More than 20,000 users visited explorejccva.com in 2019 and more than 30% of these visits derived from social media.
ED 2.4. Analyze the opportunities for development and expansion of healthcare business, medical research sector jobs and related services.	Staff continues to engage the healthcare sector in workforce development. In March 2019, staff hosted a Healthcare Workforce Summit and received feedback from a wide variety of businesses in the sector. This effort will result in additional healthcare training classes being offered at the local high schools, with an option for dual credit with Thomas Nelson Community College.

CC COMMUNITY CHARACTER	
CC 3.2. Use the conceptual plan process to provide early input from staff and where appropriate, appointed or elected officials, to allow applicants to better assess critical issues with the goal of having a predictable and timely development plan approval process.	In 2019, Planning Staff reviewed 97 Conceptual plans, slightly less than the record number in 2018.
CC 7.1. Update the Wireless Communications Division of the Zoning Ordinance as necessary to accommodate the use of new and emerging wireless communication services.	In December 2019, the Planning Commission passed an initiating resolution regarding Wireless Communication Facilities Zoning Ordinance amendments. Staff held two meetings with the Policy Committee to review draft ordinance language and is preparing for a final Policy meeting in February 2020 before bringing the ordinance to the Planning Commission and Board of Supervisors.
ENV ENVIRONMENT	
ENV 1.9. Develop Total Maximum Daily Load (TMDL) Program Action Plans to address water quality impairments within James City County and the Chesapeake Bay, including proposed actions and implementation schedule. Begin implementation in accordance with the approved action plans.	The final Chesapeake Bay TMDL Action Plan has been submitted to DEQ as required for the 2nd MS4 permit cycle.
ENV 1.14.2. Provide assistance as funding permits to identify failing neighborhood stormwater and drainage facilities and to implement repairs on a prioritized basis.	In 2019, Stormwater and Resource Protection Division staff provided \$250,000 in matching grants through the Clean Water Heritage Program to Home Owner Associations (HOAs) for maintenance of stormwater management facilities and provided technical assistance to owners as part of grant program.
ENV 1.14.3. Maintain and assess new programmatic fees collected to fund BMP construction inspections and private stormwater facility assessments.	The Stormwater and Resource Protection Division's fee structure is currently under review, especially with respect to fees associated with the surety process, re-inspections, exceptions, and as-built reviews.
ENV 1.20. Utilizing approved watershed management plans, developed hydraulic studies, and assessments of riverine and coastal flooding, begin to develop a County-wide stormwater master plan to establish measurable goals and comprehensively address both the water quality and flooding issues resulting from stormwater.	In 2019, the Stormwater and Resource Protection Division continued, to review, track, and monitor published information on regional and local effects of sea level rise and recurrent flooding from reputable sources such as the state, the Hampton Roads Planning District Commission (HRPDC), ODU, and the College of William & Mary/VIMS.

ENV 4.6. Continue the current programs that have installed building management control systems in many County facilities which assist in reducing energy consumption. Continue to evaluate renewable energy technologies and energy efficiency improvements during capital maintenance activities.	Staff is continually assessing new energy efficiency technologies for incorporation into facility site assessments and building improvements including “deep dive” assessments by Damuth Intelligent Services. Buildings assessed during 2019 included Building F, Human Services, Law Enforcement Center, Video Center, JCC Recreation Center and Building E.
H HOUSING	
H 2.1. Support with technical assistance, referrals and funding when possible, the efforts of private and nonprofit entities to improve the condition of the County's housing stock.	Funding to Housing Partnership Incorporated (HPI) continued at \$50,000. The Housing Office partnered with HPI on 24 Emergency Repair projects. JCC committed to continue funding HPI at \$50,000 for FY20.
H 2.2. Ensure that all housing in the County meets HUD's Housing Quality Standards.	Housing staff conducted Housing Choice Voucher program inspections which included the seven new Veterans Administration Supportive Housing (VASH) vouchers. The Home Energy Loss Prevention (HELP) program had four new inspections completed. The Rural Homeowner Rehab (RHR) program had 10 additional inspections completed to achieve goal of 10 RHR rehabs. The Community Development Block Grant (CDBG) Scattered Site program had 20 inspections completed for four replacements and 12 rehabs.
H 2.4. Continue to support, through marketing, partnering, or other means, programs that provide emergency home repair; preventive maintenance; and counseling in home finance, rental assistance, budgeting and sanitary health conditions.	In 2019, Housing staff helped 10 citizens through Virginia Housing Development Authority (VHDA) Homebuyer Education workshops and helped 15 citizens through Group Financial Education workshops. Topics included Understanding Credit, Understanding Banking, Avoiding Scams, How To Be A Successful Renter, and Energy Conservation.
H 2.5. Continue to support, through marketing, partnering, or other means, private nonprofit groups such as Housing Partnerships, Inc., Habitat for Humanity, and the Community Action Agency.	In 2019, Social Services and Housing staff worked with Habitat for Humanity and HPI to transfer the James City County/HPI contract to Habitat for Humanity so they could begin construction of four homes in the Forest Heights neighborhood.
H 2.9. Continue efforts to attract funds from federal and state sources for housing and neighborhood rehabilitation.	In March and September 2019, Housing Office and Neighborhood Development staff applied for and received a \$1,000,000 grant from the Virginia Department of Housing and Community Development to allow the County to rehabilitate 12 homes and replace four homes. The work will be completed throughout 2020 and 2021.

H 3.1. Target publicly funded or publicly sponsored housing programs toward County residents and persons employed in the County.	In 2019, Housing staff sold three units in Ironbound Square, two units on Neighbors Drive, and provided Employer Assisted Homeownership Program matching funds provided to five County employees.
H 3.3. Continue to ensure that housing units constructed or rehabilitated with public funds remain affordable to families with low-to-moderate incomes.	In 2019, Housing Office staff rehabilitated three homes for Low and Moderate Income (LMI) families to close out the RHR grant. Staff ranked applicants for the Scattered Site CDBG to ensure that all participants are LMI and to prioritize those with the greatest needs based on income, age, disability and children under 18.
LU LAND USE	
LU 1.5. Collaborate with the Office of Economic Development to investigate ways to maintain and promote an appropriate balance between residential and non-residential development and facilitate continued diversification of the local economy (i.e., study the amount and characteristics of land available for commercial/industrial development, etc.).	In 2019, staff continued to support a diverse local and regional economy. OED staff participated with the Virginia Economic Development Partnership (VEDP) in efforts to identify the sites most appropriate and suitable for industrial development. OED staff has advocated for the highest and best use of land, identification of land most appropriate for industrial development and employment centers, and strategic investments in preparing sites for development. Examples include getting Columbia Drive in James River Commerce Center ready to be accepted into the state system to make it eligible for Virginia Department of Transportation (VDOT) maintenance, preparing for construction of the shell building by purchasing wetland mitigation credits so a land disturbing permit can be obtained, and requesting and receiving funding from the Board of Supervisors to take next steps to make sites ready for development.
LU 3.2. Communicate with adjacent jurisdictions regarding development plans that have potential impacts on adjacent localities and public facilities. Work with them to coordinate plans and to identify and mitigate areas where there are conflicts.	In 2019, Planning Division staff communicated with adjacent localities when reviewing development plans near County borders, such as the Wawa in Lightfoot, Hill Pleasant solar farm, and Forest Heights. Staff also provided five courtesy reviews for York County.
LU 3.3. Continue to participate in regional planning processes with York County and the City of Williamsburg. Use the Historic Triangle Coordinated Comprehensive Plan Review Summary Report as a regional planning resource, particularly with regard to transportation and to land use issues in the three geographic focus areas (Riverside/Marquis/Busch, Lightfoot/Pottery, Northeast Triangle and Surrounding Area).	Throughout 2019, staff reviewed drafts of an updated Historic Triangle transportation study being written by Hampton Roads Transportation Planning Organization (HRTPO).

LU 4.7.1. Encouraging multiple uses within office parks in the PSA to assure employees convenient access to shopping, services, and open space.	Planning staff reviewed 25 Change of Use applications in 2019 to allow new businesses to move into existing commercial spaces, many within existing office parks.
LU 5.1.1. Continuing to further develop and refine a model or models to assess and track the cumulative impact of development proposals and development on existing and planned public facilities and services	Planning staff continues to update the cumulative impacts tracking spreadsheet and will include a comprehensive update as part of the Planning Commission's 2019 Annual Report. As part of the Engage 2045 Comprehensive Plan update, consultants were contracted to develop local land use, transportation and fiscal models to further assess and track the cumulative impact of development.
LU 5.2.3.b. Continue to provide proffer guidelines, including cash proffers, for schools, parks and recreation, and water/sewer.	On September 10, 2019, the Board of Supervisors approved an initiating resolution directing staff to produce a fact sheet outlining the average financial impacts of residential dwellings. On October 8, 2019, the Board of Supervisors approved amendments to Section 24-16 to allow residential proffers again.
LU 6.1.1. Support both the use value assessment and Agricultural and Forestal (AFD) programs to the maximum degree allowed by the Code of Virginia.	On April 9, 2019, the Board of Supervisors approved three additions to the Croaker AFD and two additions to the Mill Creek AFD.
LU 6.1.2. Seek public and private funding for existing programs, investigate new programs, and support private or non-profit (such as land trust) actions that promote continued agricultural or forestal use of property.	The Board of Supervisors held a work session in June 2019 and expressed renewed interest in the Purchase of Development Rights (PDR) and Greenspace programs. In fall 2019, the County kick-started participation in a coastal forest study by the Green Infrastructure Center to evaluate the resiliency of coastal forest resources and identify threats from both development and natural causes.
PR PARKS & RECREATION	
PR 3.3. Submit grant applications to secure funds for new parks and recreation programs, services, facilities, and related transportation services.	<p>In June 2019, the Parks & Recreation Department submitted a grant for the purchase of the Brickyard Landing Park.</p> <p>In April 2019, received a \$2,400 grant from the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2019.</p> <p>In September 2019, submitted application for the Chesapeake Bay Restoration Fund to conduct Environmental Education Days for the summer camps in 2020.</p>
PR 6.5. Incorporate leadership and volunteerism in teen programs in an effort to increase skill building and employability within the County.	A total of 22 teens participated in Teens Toward Success (TTS), volunteering over 1,700 hours in parks and recreation programs. To date, 40 past TTS volunteers have been hired as recreation leaders.

	<p>Members of the Youth Advisory Council, teens in grades 8-12, dedicated 105 hours of volunteer service in learning government processes, leadership development and community service.</p> <p>The James City County Recreation Center provided volunteer opportunities for students from the inclusion class from Lafayette High School.</p>
PR 8.1. Enhance the partnerships with Williamsburg-James City County (WJCC) Schools to offer joint programming for health and wellness.	<p>WJCC School employees are eligible for corporate memberships to both recreation centers. Parks & Recreation staff participated in WJCC's annual benefits fair to advertise corporate memberships and classes.</p> <p>The Parks & Recreation Operations Manager represented the Parks & Recreation Department on the Healthy Williamsburg Youth Collaborative, a consortium of local non-profits, local schools, and several neighborhood stakeholders to address obesity prevention in local youth.</p> <p>Parks & Recreation staff partnered with WJCC's Nutrition Services to provide free summer meal programs to Grove, Forest Glen I and II, Lafayette Square/Village and Burnt Ordinary neighborhoods. They also partnered with School Health Initiative Program (SHIP) to offer healthy cooking demonstrations to youth and families in the RECn' It Out Neighborhood Summer camp programs. Finally, the Parks & Recreation Department partnered with WJCC Schools to offer 10 weeks of summer camp to 20 youth living in local hotels/motels.</p>
PF PUBLIC FACILITIES	
PF 5.1. Evaluate the security of public schools and other County facilities from internal and external threats to better ensure the safety of citizens, visitors, and County staff, and to better protect County assets, sensitive data and data systems, the public water supply, and property.	<p>A Building Safety and Security Committee was formed in June of 2019. In September the Committee provided a presentation to ELT regarding materials developed, recommendations and a funding plan. Meeting with priority buildings and design is currently in process.</p>
T TRANSPORTATION	
T 1.3.1. Adding the road segment to the Six-Year Improvement Program (SSYP) and considering public-private partnerships among other mechanisms to fund proposed improvements.	<p>Planning staff worked with VDOT and the Board of Supervisors to include improvements to Longhill Road, Croaker Road, Peach Street and the Hick's Island Road bridge to the County's SSYP, all of which were also priorities identified in the FY 20-25 SSYP.</p>

T 2.5. Coordinate with Williamsburg Area Transit Authority (WATA) and/or Hampton Roads Transit Authority (HRT) during review of development applications to ensure that proposals are conducive to incorporating the use of transit.	In 2019, the Planning Division continued to work with WATA and developers to identify locations for bus routes and stops. Forest Heights, approved December 10, 2019, and Hazelwood rezoning, ongoing, will have bus stops incorporated into their developments.
T 3.10. Implement the adopted James City County Pedestrian Accommodations Master Plan and Regional Bicycle Facilities Plan by planning for bikeways and pedestrian facilities in primary and secondary road plans and projects.	Staff continues to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered as part of several applications for subdivisions and developments throughout the County.
<i>Tasks with a 6-10 year timeframe</i>	
<i>Action</i>	<i>Task Completed</i>
ED	ECONOMIC DEVELOPMENT
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	In 2019, Staff continued to maintain properties on VEDP's Virginia Scan and submitted several underutilized properties as part of the VEDP bulk characterization study.
ED 5.2. Identify regulatory barriers in County regulations (such as special use permits), policies and procedures that may unnecessarily inhibit redevelopment and adaptive reuse and amend the Zoning Ordinance to address these issues.	OED staff worked with several businesses in 2019 that did not fit squarely into Zoning Ordinance language. Each project was discussed with the Zoning and Planning staff. Amendments to the landscape ordinance and other changes were discussed but are not specifically planned in the near future.
ED 7.1. Participate in the development of master plans for the County's I-64 interchanges, specifically the Croaker Road and Barhamsville Road interchange areas, to preserve capacity for economic development for these areas.	Construction on Phase 2 of the I-64 widening was completed in 2019 and construction on Phase 3 was begun.
CC	COMMUNITY CHARACTER
CC 3.11. Use the County's policy to coordinate with VDOT for sound wall design and landscape treatment for any potential sound wall projects.	In 2019, Planning staff worked with VDOT and the City of Williamsburg and York County to select landscaping and materials for a sound wall on I-64.

Tasks with a 10+ year timeframe	
Action	Task Completed
ED ECONOMIC DEVELOPMENT	
ED 5.1. Encourage the rehabilitation of abandoned and/or underutilized facilities by promoting them to new business.	OED staff continued to maintain properties on VEDP's Virginia Scan and in 2019, submitted several underutilized properties as part of the VEDP bulk characterization study.
<p><i>Ongoing</i></p> <p><i>(While generally speaking tasks with an Ongoing timeframe represent items that will not have measurable yearly progress, the following items had substantial progress achieved in the last calendar year.)</i></p>	
Action	Task Completed
ED ECONOMIC DEVELOPMENT	
ED 1.1. Maintain an active and effective economic development strategy, which includes existing business retention and expansion, assistance to new business, new business recruitment and support to the tourism industry.	In 2019 the OED continued to evolve its economic development strategy, including communications strategies. OED developed a new featured business survey to highlight existing businesses in the County and launched new social media pages on Facebook and Twitter. The number of followers on each of these social media channels continues to grow. OED staff assisted with the expansion of an existing business and helped them obtain a special use permit for a new larger building. An initiative from the Virginia Economic Development Partnership allowed OED to submit 13 sites as part of a bulk characterization study to understand the necessary steps for future site development. This bulk characterization study saved County funding as it was paid for by VEDP. Staff worked heavily to market one of the largest industrial sites in the County (3000 John Deere Road) to potential businesses since the existing tenant was vacating the property.
ED 1.3. Continue to emphasize the benefits of locating new business and industry within the Enterprise Zone.	With the OED and County Administration leadership permanently filled, OED is developing a proposal to replace the Enterprise Zone.
ED 1.5. Identify regulatory barriers in County regulations (such as special use permits), policies, and procedures that may unnecessarily inhibit commercial and industrial development and amend the Zoning Ordinance to address these issues.	In 2019 OED staff continued to work collaboratively with businesses and other County departments to identify regulations that prohibit new development and inhibit expansions. The former Ombudsman is now the Director of Economic Development.

ED 2.1. Support the development of diverse types of retail and non-retail core business.	Two County businesses graduated from the Virginia Leaders in Export Trade (VALET) program through VEDP in 2019. Sweethaven Lavender Farm opened in June 2019 with its inaugural lavender festival, which hosted more than 3,000 guests. The farm also launched e-commerce of its lavender products. Additionally, Busch Gardens Williamsburg constructed a new ride, Finnegan's Flyer, in the Ireland section of the park. It was also named the World's Most Beautiful Theme Park for the 29th consecutive year. The Williamsburg Winery opened a new outdoor wine pavilion for its patrons and canned its wine for the first time.
ED 4.1. Work with the College of William & Mary Office of Economic Development and the Thomas Nelson Workforce Development Center in support of business attraction and expansion.	Staff continued to partner with the College of William & Mary and Thomas Nelson Community College. In 2019, a new agreement for Launchpad was executed with the College and Thomas Nelson Community College participated in the healthcare workforce summit. Also in 2019, the College of William & Mary Economic Development Office provided key assistance with efforts to attract a business prospect and new business clients for an existing business.
ED 6.1. Foster tourism development in James City County and the Historic Triangle by continuing to partner with the Greater Williamsburg Chamber and Tourism Alliance.	The fourth year of the concert series produced steady attendance with 3,907 attending three events in 2019. Four total Jamestown Jams were scheduled, but May's concert was canceled due to weather. Staff helped assist Sweethaven Lavender Farm with planning its inaugural lavender festival, which will return in 2020. The County has continued to work with Williamsburg Tourism Council and the Tourism & Marketing Coordinator participates in several committees.
ED 8.1. Support traditional agricultural and forestal uses through ordinances and policies favorable to such uses.	In 2019, OED and Planning staff worked with the Williamsburg Community Garden volunteers to expand the agricultural activity in the overhead power easement at the Warhill Sports Complex. The volunteers use the garden to teach students about biology and ecology, and distribute the produce to targeted neighborhoods to assist with healthy meals during the summer (non-school) months.
CC COMMUNITY CHARACTER	
CC 1.1. Expect that development along Community Character Corridors (CCCs) protects the natural views of the area; promotes the historic, rural or unique character of the area; maintains the greenbelt network; and establishes entrance corridors that enhance the experience of residents and visitors.	In 2019 Planning staff reviewed four special use permits and eight site plans that contained improvements to CCC buffers throughout the County.

CC 5.3. Improve the methods the County uses during planning, pre-construction, construction and post-construction phases to make sure tree preservation measures are properly performed, resulting in healthier trees, buffers, and proper maintenance.	In 2019, Planning staff inspected and made recommendations for tree preservation at the Self-Storage building on old Ironbound Road.
CC 6.1. Expect archaeological studies for development proposals requiring legislative approval on lands identified by the James City County staff as warranting such study and require their recommendations to be implemented. In making the determination, staff will consult archaeological studies and seek the recommendation of representatives of the County's Historical Commission or other qualified archaeologists if necessary.	In 2019, staff required an archeological report for The Main Wedding and Eventer Center off John Tyler Highway.
ENV ENVIRONMENT	
ENV 1.10.4. Requiring the pump out of on-site waste disposal tanks every five years.	Ongoing. The Stormwater and Resource Protection Division used its database of septic systems to generate monthly reports of those systems required to be pumped out and mailed monthly notices to owners of the affected properties.
ENV 1.16. Increase education and use of sound policies such as watershed planning, agricultural Best Management Practices, erosion control measures, stream bank buffers, and other nonpoint source controls in order to minimize negative effects of urban development and agricultural practices on water quality.	Ongoing. In 2019, the Skimino Creek watershed management plan was under development, and a budget request for Diascund Creek was made.
ENV 1.18. Continue to develop watershed management plans for the remaining County watersheds that identify environmentally sensitive areas and specific protection, restoration, and retrofit recommendations.	Stormwater and Resource Protection Division staff continued work on the Skimino Creek (York River) plan in 2019. The Diascund Creek watershed plan will be reviewed in the FY21 CIP budget.
LU LAND USE	
LU 2.1. Plan for and encourage the provision of strategically located greenways, sidewalks, and bikeways to connect neighborhoods with retail and employment centers, parks, schools, and other public facilities and to	Throughout 2019, Planning staff continued to review all site plans for compliance with Section 24-35. Pedestrian/bicycle accommodations were approved and/or installed at Branscome (John Tyler Highway), Toano Ministorage (Rochambeau Boulevard), 7-11 (Battery Boulevard), and Wawa (Richmond Road). Planning staff and

effectively connect buildings and activities within individual sites, using adopted plans for guidance.	its consultant made progress on preliminary engineering for the Clara Byrd Baker Safe Routes to School project with construction expected to begin late 2021.
PR PARKS & RECREATION	
PR 5.1. Continue to encourage new developments to dedicate or otherwise permanently convey open space, greenway, and conservation areas to the County or a public land trust.	On November 12, 2019, the Board of Supervisors approved Case No. Z-18-0002/Z-19-0010/MP018-0002, Stonehouse Rezoning and Proffer and Master Plan Amendment, which dedicated over 2600 acres of preserve land to the County.
PR 5.2. Encourage new developments to dedicate right-of-way and construct sidewalks, bikeways, and greenway trails for transportation and recreation purposes, and construct such facilities concurrent with road improvements and other public projects in accordance with the Pedestrian Accommodation Master Plan, the Regional Bikeways Map and the Greenway Master Plan.	Ongoing. On December 10, 2019, the Board of Supervisors approved Case No. Z-19-0012/SUP-19-0020. Forest Heights. This project will provide an 8-foot wide asphalt multi-use path along the property's frontage.
PR 6.3. Continue to offer the Inclusion service and conduct assessments with persons with disabilities to ensure necessary accessibility for participation in recreation programs.	<p>Throughout 2019, Parks & Recreation staff made improvements to facilities that expanded access to persons with disabilities. As part of the James City County Recreation Center's hot tub replacement project, an ADA-compliant aquatic chair lift was installed. In addition, Recreation Center staff consulted with a patron with disabilities to ensure that not only was the new cardio room ADA compliant, but also functional to meet the needs of all patrons. Finally, a 10-foot x 15-foot concrete pad was added for the ADA-accessible picnic area near the concession building at Jamestown Beach Event Park and a floating wheelchair was added to Jamestown Beach Event Park amenities to enhance water access for persons with disabilities.</p> <p>Parks & Recreation staff completed ADA updates at Chickahominy Riverfront and Veterans Parks.</p> <p>Throughout 2019, Parks & Recreation staff completed a total of 34 new assessments and provided 603 citizens accommodations in programs, classes, and facilities.</p> <p>In compliance with ADA and state licensure requirement, 30 staff maintain certifications in Medicine Administration Training and 15 staff in Diabetes Medicine Administration Training.</p>

	<p>The Inclusion Coordinator received her recertification for Therapeutic Options to teach behavioral modifications to staff and offered disability awareness and behavior modification training to specialty, sports and outdoor camp instructors. Over 526 participants in the REC Connect before/after school program participated in disability awareness activities.</p> <p>Parks & Recreation staff offered one new program series, Ooey, Gooley, Fun-Sensory Play for all ages and abilities. The program had an average participation of 15 children with and without disabilities per session. One new partnership was created with Sportable, a Richmond based non-profit organization that provides adaptive sports to individuals with mobility disabilities.</p>
<p>PR 9.1. Continue to disseminate brochures and keep up-to-date information on the website to inform County residents and visitors about County parks and recreational opportunities in accordance with approved public information plans.</p>	<p>The Parks & Recreation Department transitioned from two to three activity brochures annually, beginning with the Fall 2019 issue. Staff continued to produce the Rec Center Times, a bi-monthly newsletter to keep patrons informed of Centers happenings. The newsletter is emailed to all pass holders, posted on the website, and printed for on-site pick-up.</p> <p>Staff established a James City County Parks & Recreation Facebook page and Twitter account to educate citizens about the department's programs and facilities, and to promote health & wellness. Staff created social media posts, press releases, newsletters and podcasts to educate the public about parks, recreation centers and recreational opportunities. Staff also installed a large TV in the JCC Recreation Center lobby to digitally promote Parks & Recreation's activities, events and facilities with a monthly PowerPoint slideshow, and to raise revenue through the sale of advertisements. Finally, Centers program staff created and uploaded monthly calendars of land and water group fitness classes for the website. Program web pages are updated monthly to ensure accurate and timely information for citizens.</p> <p>Throughout 2019, Parks & Recreation staff provided information at 36 community events such as WJCC School Open House, Kindergarten Registration and Back to School Nights, Williamsburg Families' Summer Camp Fair, and Grove Christian Outreach Bread Days and Williamsburg Sentara Annual Children's Health Expo. The Teen Program Coordinator participated in the teen job fair sponsored by the</p>

	<p>Williamsburg Regional Library. Staff also provided the activity brochure and other program information at neighborhood outreach programs/events.</p> <p>Staff used vinyl floor decals consistently used for special events (Capital Color Ride, Live Well Expo, Boo Bash, etc.) to promote programs to all patrons and foot traffic that enter through the Recreation Center.</p>
PF PUBLIC FACILITIES	
PF 1.6. Apply appropriate zoning, land use, and other adopted County criteria when evaluating public facility sites and uses.	Staff reviewed plans for a new JCSA pipeline at College Creek, improvements at the Marina, and an outdoor classroom and learning center at Toano Middle School.
PF 3.1. Development should occur concurrently with the adequacy and accessibility of existing facilities and phased in accordance with the provision of new facilities and services.	Planning staff worked with the Planning Commission in preparing the CIP recommendations for the Board of Supervisors' budget process. Planning staff also evaluates all legislative applications against public facility needs.
PF 5.4. Prepare and maintain detailed emergency preparedness plans to protect the County's citizens, facilities, and infrastructure.	The Emergency Management Division revised the Radiological Response Plan and successfully completed a federally graded exercise in July 2019. On December 10, 2019 the Board of Supervisors approved the James City County Emergency Operations Plan (JCC EOP). An annex for each Emergency Support Function was completed and compiled with the JCC EOP. The Emergency Management Division also completed the Re-Entry & Access Authorization Plan and a Point of Distribution Plan.
PN POPULATION NEEDS	
PN 3.1. Continue to pro-rate membership to community centers and cost of programs according to income.	Parks & Recreation programs and Centers memberships are eligible for the department's discount assistance program, based on household income.
T TRANSPORTATION	
T 1.1. Ensure that new development follows recommended densities, intensities, and development patterns that will serve to preserve the road capacities and support the Community Character Corridor designations of existing and proposed roads.	The Board of Supervisors approved multiple legislative cases that followed recommended densities, intensities and development patterns. Ironbound Crossing, approved March 12, 2019, preserved the Community Character Corridor buffer along Monticello Avenue by not allowing access directly to Monticello Avenue.

<p>T 1.2. Expect new developments to maintain an acceptable level of service on the surrounding roads and intersections consistent with the land use context (rural, suburban, and urban) and the functional classification of the roadway. Ensure that new developments do not compromise planned transportation enhancements. New development should minimize the impact on the roadway system by:</p>	<p>Roadway levels of service continued to be a key factor in the evaluation of development applications, in a context sensitive manner, depending on their location. The Planning Division reviewed all legislative and administrative applications with a specific eye towards transportation impacts, such as impacts associated with new development at Oakland Pointe approved February 12, 2019.</p>
<p>T 1.2.1. Limiting driveways and other access points and providing shared entrances, side street access, and frontage roads.</p>	<p>Ongoing. The Planning Division continued to encourage shared access and appropriate entrance spacing during legislative cases, including no access from Monticello Avenue for Ironbound Crossing approved on March 12, 2019 and reducing the number of access points for the Wawa Gas Station approved March 12, 2019.</p>
<p>T 1.2.3. Concentrating commercial development in compact nodes or in Mixed Use areas with internal road systems and interconnected parcel access rather than extending development with multiple access points along existing primary and secondary roads.</p>	<p>Planning staff continued to encourage these principles. For example, staff worked with the applicant for Ironbound Crossing, approved March 12, 2019, to not have access on Monticello Avenue and have a single access point on a secondary road.</p>
<p>T 2.1. Continue to participate in the Hampton Roads Transportation Planning Organization (HRTPO), which serves as the transportation planning body for the region.</p>	<p>Planning staff continues to attend and be an active contributor to HRTPO's Transportation Technical Advisory Committee (TTAC). Members of County administration and the Board of Supervisors also serve on the HRTPO Board.</p>
<p>T 3.2. Actively pursue additional local, state, federal, and private funding to accelerate the construction for all needed modes of transportation facilities.</p>	<p>County staff has been aggressively pursuing funds for transportation improvement projects. In 2019, staff received funding for the Clara Byrd Baker Safe Routes to School sidewalk project to connect sidewalks from Clara Byrd Baker Elementary School to adjacent neighborhoods.</p>
<p>T 3.5. Work with VDOT to design new or enhanced complete streets that allow for the safe accommodation of automobiles, public transit, pedestrians, cyclists and other users.</p>	<p>Ongoing. Staff is working to ensure that complete street design is considered during the preliminary engineering phase of the Pocahontas Trail Corridor improvements.</p>
<p>T 3.8. Balance land use and economic development needs with the need to retain a high degree of mobility for short and long intra-County trips by encouraging road and access designs that are consistent with the intended functions of the road and adjoining land use patterns.</p>	<p>Planning staff applied for and received funding through the Smart-Scale program for the Skiffe's Creek Connector Project, which will capture truck traffic which would otherwise use Route 60. In 2019, the project was sent out for bid as a design-build project.</p>

T 3.9. Include bikeways, pedestrian facilities and/or multi-use trails within major developments and elsewhere in the County, especially connecting residential and non-residential areas and County facilities.

Staff continued to evaluate both legislative and administrative development applications using the adopted Bicycle and Pedestrian Accommodations Master Plans. Such accommodations were considered in the case of the Toano Mini Storage, approved July 11, 2019, as well as the Croaker Road and Richmond Road improvements.

GLOSSARY OF TERMS

AFD	Agricultural and Forestal District
BCTF	Business Climate Task Force
BMP	Best Management Practice
BOS	Board of Supervisors
CCA	Community Character Area
CCC	Community Character Corridor
CIP	Capital Improvements Program
CO	Certificate of Occupancy
DHCD	Virginia Department of Housing and Community Development
DCR	Department of Conservation and Recreation
DHR	Virginia Department of Historic Resources
DRC	Development Review Committee
EDA	Economic Development Authority
EOC	Emergency Operations Center
GSA	Goal, Strategy and/or Action
HOP	Housing Opportunities Policy
JCCRC	James City County Recreation Center
LEED	Leadership in Energy and Environmental Design
LID	Low Impact Development
LOS	Level of Service
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Areas
OED	Office of Economic Development
OHCD	Office of Housing and Community Development
PC	Planning Commission
PDR	Purchase of Development Rights
PLAT	Professional Landscape Assessment Team
PSA	Primary Service Area
SSPRIT	Subdivision / Site Plan Review Improvement Team
TDR	Transfer of Development Rights
VDOT	Virginia Department of Transportation
VHDA	Virginia Housing Development Authority

ITEM SUMMARY

DATE: 4/14/2020

TO: The Board of Supervisors

FROM: Tori Haynes, Planner and Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2021-2025 Capital Improvements Program

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. FY 2021-2025 CIP Summary Spreadsheet	Backup Material
☐	Attachment 2. CIP Ranking Criteria	Backup Material
☐	Attachment 3. Approved Policy Committee Minutes from Feb. 13, 2020	Backup Material
☐	Attachment 4. Unapproved Policy Committee Minutes from Feb. 20, 2020	Backup Material
☐	Attachment 5. Unapproved Policy Committee Minutes from Feb. 27, 2020	Backup Material
☐	Attachment 6. Unapproved Policy Committee Minutes from Mar. 5, 2020	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	3/27/2020 - 1:17 PM
Development Management	Holt, Paul	Approved	3/27/2020 - 1:18 PM
Publication Management	Burcham, Nan	Approved	3/27/2020 - 1:25 PM
Legal Review	Kinsman, Adam	Approved	3/30/2020 - 8:43 AM
Board Secretary	Fellows, Teresa	Approved	4/7/2020 - 10:04 AM
Board Secretary	Purse, Jason	Approved	4/7/2020 - 10:11 AM
Board Secretary	Fellows, Teresa	Approved	4/7/2020 - 2:06 PM

MEMORANDUM

DATE: April 14, 2020

TO: The Board of Supervisors

FROM: Tori Haynes, Planner
Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2021-2025 Capital Improvements Program

The Planning Commission annually reviews Capital Improvements Program (CIP) requests submitted by various County agencies and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process.

As described in the Code of Virginia, the CIP is one of the methods of implementing the Comprehensive Plan and is of equal importance to methods like the Zoning and Subdivision Ordinances, official maps, and transportation plans. The Policy Committee used a standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Committee members were then averaged to produce the Committee's final score and priority. The Committee's ranking criteria is attached for reference (Attachment No. 2).

All CIP project requests for Fiscal Year (FY) 2021-2025 are summarized in Attachment No. 1. Of the 28 submitted applications (20 County, two library, and six WJCC Schools applications), 12 County and four Schools projects were included in the previous five-year CIP adopted by the Board of Supervisors; however, estimates and completion timelines may have been amended. These previous applications include:

- Transportation Match
- Jamestown Corridor - Amblers House Utilities
- Fire Station 6
- Grove Convenience Center
- Stormwater Capital Improvements Program
- Lower County Park
- Chickahominy Riverfront Park New Restroom and Concession Building
- Chickahominy Riverfront Park Phase III
- James City County Marina Phase II
- Jamestown Beach Event Park Improvements
- Veterans Park Phase II Improvements
- Warhill Sports Complex Baseball Field Expansion
- New Elementary School
- Lafayette High School Renovation
- Jamestown High School Expansion
- Warhill High School Expansion

Attachment No. 1 also identifies the Committee's ranked priorities from highest to lowest and includes a brief summary of each project. The full set CIP project applications and supporting documents can be found in the packet materials [posted online](#) for the February 13, 2020 Policy Committee meeting.

Recommendation

At its April 1, 2020 meeting, the Planning Commission unanimously voted to recommend the following CIP projects for FY 2021-2025, ranked below in order of priority:

1. Stormwater Capital Improvements Program
2. Transportation Match
3. Lower County Park
4. Fire Station 6
5. Grove Convenience Center
6. Police Firing Range Expansion
7. Warhill High School Auxiliary Gym/Emergency Shelter
8. Covered Parking for Specialty Police Vehicles and Trailers
9. Jamestown Corridor - Amblers House Utilities
10. Jamestown Beach Event Park Improvements
11. Chickahominy Riverfront Park Phase III Improvements
12. Chickahominy Riverfront Park - New Restroom and Concession Building
13. Jamestown Corridor - Marina New Building
14. James City County Marina Land Improvements
15. James City County Marina Phase 2
16. Lafayette High School Renovation
17. New School Site in Stonehouse: Site Preparation and Environmental Remediation
18. Jolly Pond Road at the Dam Termini Construction
19. New James City County Library Branch
20. Jamestown High School Expansion ^a
20. Warhill High School Expansion ^a
21. Warhill Sports Complex Baseball Field Expansion
22. Upper County Park Improvements
23. Freedom Park Phase IV - Active Recreation Facilities
24. Veterans Park Phase 2 Improvements
25. New Elementary School
26. James City County Library Playground
27. Buses for New 10th Elementary School

(a) These projects received equal scores.

For the purposes of assisting in the preparation of the budget, the Planning Commission recommends that the Board of Supervisors consider the aforementioned CIP rankings.

TH/tlc

FY21-25CIP-mem

Attachments:

1. Policy Committee FY 2021-2025 CIP Summary Spreadsheet
2. Policy Committee CIP Ranking Criteria
3. Approved Policy Committee Minutes from February 13, 2020
4. Unapproved Policy Committee Minutes from February 20, 2020
5. Unapproved Policy Committee Minutes from February 27, 2020
6. Unapproved Policy Committee Minutes from March 5, 2020
7. Unapproved Planning Commission Minutes from April 1, 2020 (available upon request)

FY 2021 - 2025 CAPITAL IMPROVEMENTS PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
H	General Services	Stormwater Capital Improvement Program	Stormwater projects to address undersized and failing drainage systems, restore eroded channels, and install new facilities to treat runoff pollution.	\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$2,493,000.00	\$2,613,000.00	\$12,544,000.00	3	3	Yes	85.6	1	
A	Community Dev.	Transportation Match	Matches for various transportation projects (e.g. Longhill Rd., Croaker Rd., Pocahontas Tr., Skiffes Creek Connector, and Clara Byrd Baker E.S.)	\$1,500,000.00	\$1,500,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$12,000,000.00	1	2	Yes	82.0	2	
I	Parks & Rec.	Lower County Park	Acquire property, design, and construct a park in the Lower County area that includes a walking trail, picnic shelter, swimming pool with water features, restrooms, and all related infrastructure.	\$250,000.00	\$732,000.00	\$0.00	\$5,364,000.00	\$0.00	\$6,346,000.00	1	10		66.8	3	
E	Fire	Fire Station 6	Construction of new fire station to increase six-minute coverage within the PSA.	\$0.00	\$8,230,000.00	\$0.00	\$0.00	\$0.00	\$8,230,000.00	1	1		61.4	4	
G	General Services	Grove Convenience Center	Construction of new convenience center in the Grove area. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.	\$596,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$596,600.00	2	3		59.5	5	
S	Police	Firing Range Expansion	Extend the existing 25-yard firing range to accommodate training needs at 100 yards. Includes clearing/grading of approx. 15,000 SF, relocating existing range control house and storage trailer, demolishing existing range shelter and rebuilding a range shelter on a new concrete pad to be used for students during training, and associated utility extensions.	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	1	2		56.1	6	
Y	WJCC Schools	Warhill HS Auxiliary Gym/Emergency Shelter	Add auxiliary gym to Warhill HS that can also be used as an emergency shelter.	\$3,384,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,384,271.00	3	6		53.3	7	
T	Police	Covered Parking for Specialty Vehicles and Trailers	Construction of covered parking structure that will provide overhead, side, and rear protection for a number of specialty vehicles and trailers.	\$0.00	\$0.00	\$0.00	\$217,000.00	\$0.00	\$217,000.00	2	2		51.9	8	
C	Economic Dev.	Jamestown Corridor - Amblers House Utilities	Utility improvements that would begin to implement some of the recommendations from the Shaping our Shores Master Plan.	\$739,286.75	\$0.00	\$0.00	\$0.00	\$0.00	\$739,286.75	1	2		51.5	9	
N	Parks & Rec.	Jamestown Beach Event Park Improvements	Construction of additional restroom facility to support beach, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations, and park maintenance building, plus conversion of grass parking area to permanent permeable parking area for 200 spaces.	\$0.00	\$0.00	\$1,349,000.00	\$0.00	\$8,993,000.00	\$10,342,000.00	6	10		49.3	10	
K	Parks & Rec.	Chickahominy Riverfront Park Phase III Improvements	Improvements to the park per the Shaping Our Shores Master Plan, to include design and construction of ADA-accessible paddlecraft area, additional parking/road improvements, relocation of dry storage area, public access trail on shoreline, and boat ramp repairs. Also includes development of Stormwater Master Plan per the SUP conditions.	\$300,000.00	\$1,800,000.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	3	10		48.8	11	
J	Parks & Rec.	Chickahominy Riverfront Park - New Restroom and Concession Building	New building of approx. 900 SF with additional urinals, stalls, changing room, and larger concession area to meet existing health department and building code requirements.	\$563,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	2	10		48.6	12	

FY 2021 - 2025 CAPITAL IMPROVEMENTS PROGRAM RANKING SPREADSHEET

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
D	Economic Dev.	Jamestown Corridor - Marina New Building	Construction of new building that would relocate the brewery tenant's taproom so that the existing building can be demolished. The existing building is located in the floodplain and the cost of repairs exceeds the value of the building.	\$500,000.00	\$3,500,000.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	2	2		52.1	13	
M	Parks & Rec.	James City County Marina Land Improvements	New marina facility to support park operations and marine repair services, including restroom/shower facilities, office/meeting space, 200 space parking lot, and overflow parking area for boat trailers.	\$415,000.00	\$0.00	\$3,043,000.00	\$0.00	\$0.00	\$3,458,000.00	5	10		51.3	14	
L	Parks & Rec.	James City County Marina Phase 2	Relocate existing boat ramp, provide additional parking for marina and ramp visitors, replace both covered boat houses, and add third section of open slips.	\$0.00	\$0.00	\$3,300,000.00	\$0.00	\$0.00	\$3,300,000.00	4	10		49.4	15	
X	WJCC Schools	Lafayette HS Renovation	Add instructional space to Lafayette HS.	\$246,825.00	\$0.00	\$2,945,881.00	\$0.00	\$0.00	\$3,192,706.00	2	6		43.3	16	
B	Community Dev.	New School Site in Stonehouse: Site Preparation and Environmental Remediation	As part of the recent proffer and master plan amendments for Stonehouse, a new school site was proffered. The developer will prepare and remediate the site, but the County will need to rely on outside consultants for this highly specialized and technical work, including licensed geotechnical engineers and licensed environmental engineers.	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	2	2		47.9	17	
F	General Services	Jolly Pond Road at the Dam Termini Construction	Following the BOS's abandonment of the R/W over Jolly Pond Dam, construction of termini on either side of the dam is required to make a safe area for vehicles to turn around.	\$145,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,800.00	1	3	Yes	41.1	18	
U	Williamsburg Regional Library	New James City County Library Branch	Construction of new 40,000 SF public library facility.	\$0.00	\$0.00	\$1,125,000.00	\$8,187,500.00	\$11,187,500.00	\$20,500,000.00	1	2		40.6	19	
Z	WJCC Schools	Jamestown HS Expansion	Add instructional space to Jamestown HS.	\$0.00	\$0.00	\$1,015,000.00	\$9,291,700.00	\$0.00	\$10,306,700.00	4	6		38.8	20	Projects Z and AA received equal scores/rankings.
AA	WJCC Schools	Warhill HS Expansion	Add instruction space to Warhill HS.	\$0.00	\$0.00	\$9,343,680.00	\$0.00	\$0.00	\$9,343,680.00	5	6		38.8	20	Projects Z and AA received equal scores/rankings.
Q	Parks & Rec.	Warhill Sports Complex Baseball Field Expansion	Construction of two lighted turf baseball fields, 200 new parking spaces, restrooms, and field fencing.	\$0.00	\$0.00	\$0.00	\$584,000.00	\$4,283,000.00	\$4,867,000.00	9	10		35.9	21	
P	Parks & Rec.	Upper County Park Improvements	Improvements to Upper County Park including demo of existing baby pool, construction of splash pad, and paving of gravel parking lot and multiuse trail.	\$0.00	\$0.00	\$105,000.00	\$0.00	\$765,000.00	\$870,000.00	8	10		33.1	22	
R	Parks & Rec.	Freedom Park Phase IV - Active Recreation Facilities	Develop active recreation amenities at Freedom Park according to the approved Master Plan, including basketball, tennis, swimming pool/splash pad, picnic shelter, and playground.	\$0.00	\$0.00	\$0.00	\$804,000.00	\$5,358,000.00	\$6,162,000.00	10	10		35.1	23	
O	Parks & Rec.	Veterans Park Phase 2 Improvements	Construction of splash pad, pump room, eastern parking lot addition, bus parking addition, sidewalk connections, and outdoor workout equipment.	\$0.00	\$190,000.00	\$1,391,000.00	\$0.00	\$0.00	\$1,581,000.00	7	10		35.0	24	
W	WJCC Schools	New Elementary School	Construction of new elementary school of approx. 106,000 SF to house 700 students.	\$2,900,000.00	\$26,100,000.00	\$0.00	\$0.00	\$0.00	\$29,000,000.00	1	6		34.0	25	
V	Williamsburg Regional Library	James City County Library Playground	Construction of natural playground at the James City County Library on Croaker Road.	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	2	2		27.0	26	
BB	WJCC Schools	Buses for New 11th Elem. School	Purchase of six additional buses to transport students.	\$0.00	\$0.00	\$0.00	\$0.00	\$620,000.00	\$620,000.00	6	6		30.8	27	
TOTAL:				\$13,939,783	\$44,752,000	\$29,251,561	\$29,941,200	\$36,819,500	\$154,704,044						

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA

James City County Planning Commission

SUMMARY

The Capital Improvement Program (“CIP”) is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

A. DEFINITION

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County (“JCC” or the “County”). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County’s fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

B. PURPOSE

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan (“CIP plan”), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County’s goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

C. RANKINGS

Capital projects, as defined in paragraph A, will be evaluated according to the CIP Ranking Criteria. A project’s overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

D. FUNDING LIMITS

On an annual basis, funds for capital projects will be limited based on the County’s financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors’ Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

E. SCHEDULING OF PROJECTS

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

CIP RANKING CRITERIA

Project Ranking By Areas of Emphasis

1. Quality of Life (20%) - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

2. Infrastructure (20%) – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

3. Economic Development (15%) – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

4. Health/Public Safety (15%) - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

5. Impact on Operational Budget (10%) – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

6. Regulatory Compliance (10%) – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)

- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

7. Timing/Location (10%) - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

8. Special Consideration (*no weighting- if one of the below categories applies, project should be given special funding priority*) – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 13, 2020
4:00 PM

A. CALL TO ORDER

Ms. Julia Leverenz called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Julia Leverenz, Chair

Jack Haldeman

Tim O'Connor

Absent:

Rich Krapf

Staff:

Paul Holt, Director of Community Development

Tammy Rosario, Principal Planner

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

Tori Haynes, Planner

Tom Leininger, Planner

John Risinger, Community Development Assistant

Max Hlavin, Deputy County Attorney

Jeff Wiggins, Senior Budget and Accounting Analyst

Margo Zechman, Senior Budget and Accounting Analyst

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. ZO-0011-2016. Proposed Ordinance Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities, Stage III

Mr. Tom Leininger stated that in 2017 and 2018, the General Assembly passed legislation requiring changes to how local Zoning Ordinances may treat applications for wireless communications facilities. He stated that staff drafted Ordinance language for Section 24-2, Division 6, and the use lists within Zoning Districts. He stated that the Ordinance amendments included two new application types, small cell facilities, and Administrative review eligible projects (AREPs), for wireless communication facilities. He stated that the use lists of the Zoning Districts would indicate if an application type was permitted or specially permitted in that Zoning District. He stated that staff recommends that the Policy Committee recommend approval of the proposed Ordinance amendments to the Planning Commission. He asked if there were any questions or comments from the Policy Committee.

Ms. Leverenz asked if AREPs should be defined in Section 24-2.

Mr. Leininger stated that a definition for AREPs was included in the proposed Ordinance amendments. He stated that staff received questions and suggestions from the Policy Committee. He stated that staff received a question about having a definition for Communication Facilities, Antennas, Towers, and Support Structures (CATS). He stated that each item covered within CATS was defined individually. He asked if the Policy Committee would like to have a definition for CATS that explicitly listed the included items.

Ms. Leverenz confirmed.

Mr. Leininger stated that staff received a question about the language of the definition for micro-wireless facilities. He stated that the definition was consistent with the Code of Virginia and that staff did not recommend making any edits. He stated that staff received a suggestion to change the word “person” to “entity” in the definitions of wireless infrastructure providers and wireless service providers. He stated that Section 1-2 of the County Code defined person to include entities. He stated that staff received a suggestion to the proposed amendments for Section 24-122 where the language says, “as defined”.

Ms. Leverenz stated that the language should state “as defined in Support Structure”. She stated that this would provide additional clarity.

Mr. Max Hlavin stated that, if a definition was created for CATS, the language could reference CATS which would then reference Support Structures.

Ms. Leverenz stated that the definitions should be consistent between Section 24-2 and Division 6.

Mr. Leininger stated that staff received a suggestion to edit the proposed language for Section 24-128 (a) (1) a) to state “within a six-foot perimeter of communication facilities” instead of “within a six-foot perimeter with communication facilities”.

Mr. Hlavin stated that the language was intentionally crafted to qualify the distance and the type of facilities.

Mr. Leininger stated that staff agreed with many of the suggested minor edits.

Ms. Leverenz asked if there was a motion to approve the draft amendments.

Mr. Hlavin stated that House Bill (HB) 554 was passed in the Virginia House of Delegates which allows localities to deny applications AREPs if the applicant did not notify adjacent property owners within 15 days. He stated that the bill would have to be passed by the Senate of Virginia before it could be incorporated into the County Code. He stated that the Policy Committee could choose to make a motion that would allow staff to make the necessary changes if the Senate passes the bill. He stated that, if passed, the bill would not go into effect until July 1, 2020, or later.

Ms. Ellen Cook stated that the proposed Ordinance amendments would likely be presented during a Planning Commission meeting before July 1, 2020. She stated that proposed Ordinance amendments would then be presented during a Board of Supervisors (BOS) meeting which could possibly be after July 1, 2020.

Mr. Tim O'Connor made a motion to Approve the proposed Ordinance amendments pending the approval of HB554.

The motion passed 3-0.

E. NEW BUSINESS

1. FY 2021-2025 Capital Improvements Program Review

Ms. Tammy Rosario asked if the Policy Committee would allow Ms. Tori Haynes to participate in the meeting remotely.

Ms. Leverenz confirmed.

Ms. Haynes joined the meeting remotely.

Ms. Terry Costello stated that it was the first meeting for the Policy Committee's review of the Fiscal Year (FY) 2021-2025 Capital Improvements Program (CIP) requests. She stated that the Policy Committee would each request in accordance with the Comprehensive Plan and provide a list of its priorities to the BOS. She stated that 22 requests were received from County departments and agencies and six requests were received from the Williamsburg-James City County Public Schools (WJCC Schools). She stated that the Policy Committee could ask broad questions and identify questions for departments regarding their CIP requests. She stated that departments would be invited to the February 20, 2020, and the February 27, 2020, meetings of the Policy Committee to answer questions. She stated that an additional meeting could be held on March 5, 2020 for the Policy Committee to finalize its ranking of CIP requests. She stated that staff would compile the finalized ranking to present at the March 16, 2020, meeting of the Planning Commission.

Ms. Leverenz invited members of the public to address the Policy Committee.

Mr. Jay Everson, 103 Branscome Boulevard, stated that the Future Think Enrollment Projections for WJCC Schools do not show a large increase in enrollment. He stated that WJCC Schools should invest in facilities for the Bright Beginnings program instead of adding classrooms at existing schools.

Ms. Leverenz stated that WJCC Schools should be invited to attend one of the next meetings to discuss its requests.

Ms. Costello stated that members of the Policy Committee had submitted questions for Community Development, Economic Development, General Services, Parks and Recreation, and the Williamsburg Regional Library. She stated that WJCC Schools would be invited to attend the February 27, 2020, meeting of the Policy Committee.

Ms. Leverenz asked if questions were received regarding the requests for the James City County Marina and the Amblers House.

Ms. Costello confirmed.

Mr. Haldeman stated that nine requests were received for restroom facilities. He stated that the requests had a wide range of projected costs. He asked to have the difference in projected costs explained at one of the next Policy Committee meetings. He stated that multiple requests were received for projects at the James City County Marina. He stated that it might be more efficient to construct the projects at the same time. He stated that the Transportation Match request included widening Croaker Road, widening Pocahontas Trail, and constructing the Skiffes Creek Connector. He asked if widening Croaker Road addressed a goal of the Strategic Plan. He asked how much of the projected costs for the Transportation Match request would go to the Pocahontas Trail widening and the Skiffes Creek Connector.

Mr. Tim O'Connor stated that many projects have been divided into smaller scale requests

that are submitted over time. He stated that having more small-scale requests might result in increased overall costs when the project is completed. He stated that he would like to understand the overall timeline for completion for requests. He stated that departments should consider completing multiple projects in the same CIP requests when possible. He asked if General Services would be attending a meeting in the future.

Ms. Costello confirmed.

Ms. Rosario asked if any departments had not been identified to attend one of the coming meetings.

Ms. Costello stated that staff did not receive any questions for the Fire Department or the Police Department.

Mr. Haldeman suggested that the Police Department consider installing solar panels on the roof of the proposed covered parking structure.

Ms. Rosario stated that staff would forward the suggestion to the Police Department.

Ms. Leverenz asked if Mr. Rich Krapf had submitted any questions.

Ms. Costello confirmed.

Ms. Leverenz asked if there were any further questions.

There were none.

F. ADJOURNMENT

Mr. O'Connor made a motion to Adjourn. The motion passed 3-0.

Ms. Leverenz adjourned the meeting at approximately 4:30 p.m.

Ms. Julia Leverenz, Chair

Mr. Paul Holt, Secretary

DRAFT MINUTES
JAMES CITY COUNTY POLICY COMMITTEE REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 20, 2020
4:00 p.m.

A. CALL TO ORDER

Ms. Julia Leverenz called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Julia Leverenz, Chair

Jack Haldeman

Tim O'Connor

Absent:

Rich Krapf

Staff:

Paul Holt, Director of Community Development

Tammy Rosario, Principal Planner

Terry Costello, Deputy Zoning Administrator

Tori Haynes, Planner

John Risinger, Community Development Assistant

Sharon Day, Director of Financial and Management Services

Cheryl Cochet, Assistant Director of Financial and Management Services

Jeff Wiggins, Senior Budget and Accounting Analyst

Margo Zechman, Senior Budget and Accounting Analyst

Alister Perkinson, Parks Administrator

Grace Boone, Director of General Services

Shawn Gordon, Capital Project Management Chief Engineer

Chris Johnson, Director of Economic Development

Kate Sipes, Assistant Director of Economic Development

Laura Messer, Tourism and Marketing Coordinator

Toni Small, Director of Stormwater and Resource Protection

Darryl Cook, Assistant Director of Stormwater and Resource Protection

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2021-2025 Capital Improvements Program Review

Ms. Tori Haynes stated that representatives from the Office of Economic Development (OED), the Stormwater and Resource Protection Division, the Department of Parks and Recreation, the Department of General Services, and the Williamsburg Regional Library were present to answer questions about their CIP requests.

Ms. Leverenz invited representatives from OED to discuss their CIP requests.

Ms. Laura Messer stated that staff from OED had provided answers by email to questions received from the Policy Committee. She asked if the Committee had any additional questions.

Mr. Jack Haldeman stated that the CIP request for the Ambler's House referenced cabins. He asked what the idea for the cabins was.

Ms. Messer stated that the cabins were part of the proposed revisions to the Shaping Our Shores master plan.

Mr. Haldeman asked what the cost would be for construction and operation of the cabins.

Mr. Alister Perkinson stated that the County received a proposal from a vendor to operate cabins at the Jamestown Beach Event Park as a public-private partnership.

Mr. Tim O'Connor asked if the Ambler's House had additional projects that needed to be completed before it would be operational.

Ms. Messer stated that the CIP request was to provide utilities to the Ambler's House. She stated that it was the last County-led project that needed to be completed before the Ambler's House could be operated as a public-private partnership. She stated that the County had completed all of the necessary projects for the exterior of the Ambler's House as well as removing asbestos from the interior. She stated that the tenant would complete any interior renovations that were desired.

Ms. Leverenz asked if staff from OED had a sense for how much demand from the public there was for the Ambler's House.

Ms. Messer stated that the Ambler's House had historical significance and that the James City County Historical Commission would like the building to be open to the public. She stated that public-private partnership would operate the Ambler's House as a wedding facility. She stated that a private vendor has indicated that there is a demand for wedding facilities in the region.

Ms. Leverenz asked if the vendor would be responsible for marketing the Ambler's House as a wedding facility.

Ms. Messer confirmed. She asked if the Committee had any questions about the CIP request for the new building at the James City County Marina.

There were none.

Ms. Leverenz invited representatives from the Department of Parks and Recreation to discuss its CIP requests.

Mr. Perkinson stated that the County has not determined a location for the proposed Lower County Park. He stated that the County is in discussion with the owner of the Carter's Grove property regarding acquiring property for the park.

Mr. Haldeman asked if the Policy Committee could recommend funding the CIP request for Lower County Park contingent on acquiring property or if the request should be

entered in the future after a location has been determined.

Mr. Perkinson stated that if the County could not acquire property from the Carter's Grove parcel, the other option would be utilizing a portion of the property at James River Elementary School. He stated that staff would have to coordinate with Williamsburg-James City County Public Schools to ensure that the park would be available to the public at all times.

Ms. Tammy Rosario stated that having the CIP request approved would facilitate the acquisition of property if a deal were reached with the property owner.

Mr. Perkinson stated that the CIP request to replace the restroom at Chickahominy Riverfront Park would meet the current demand for the facility. He stated that the building would also house concessions.

Ms. Leverenz asked how old the current restroom building was.

Mr. Perkinson stated that the building existed when the County purchased the property.

Mr. Haldeman asked why the different requests for restroom facilities had high costs.

Mr. Perkinson stated that the costs of proposed restrooms varied depending on the sites and if the restroom building would also house showers or concessions. He stated that the costs of restrooms assumed that the cost would be a minimum of \$500 per square foot. He stated that the cost was based on the costs of the Jamestown Beach Event Park concession building.

Mr. O'Connor asked if the proposed concession area at Chickahominy Riverfront Park would include a cooking area.

Mr. Perkinson confirmed. He stated that the current concessions area only had enough room for an ice cream freezer. He stated that the proposed concessions area would allow hot foods to be served such as hot dogs and pizza. He stated that the next set of questions was for the CIP request for Chickahominy Riverfront Park Phase III. He stated that the shoreline stabilization project was separate from the CIP request and was already underway. He stated that the projects included in Phase III were chosen to increase the efficiency of construction. He stated that a large part of Phase III was to construct a second boathouse for the Williamsburg Boat Club. He stated that the boathouse would also house rental equipment such as paddleboards. He stated that the Williamsburg Boat Club would fund the construction of the boathouse. He stated that the County would construct the parking area regardless of if the boathouse were constructed.

Mr. Haldeman asked if Phase III was the final phase of improvements to Chickahominy Riverfront Park.

Mr. Perkinson stated that it was not the last phase. He stated that the revisions to the Shaping Our Shores master plan would result in projects in addition to the other projects after Phase III.

Ms. Leverenz asked why the requests for the James City County Marina were separated.

Mr. Perkinson stated that the request for James City County Marina Phase II improvements included new boat slips. He stated that the second request would be constructing a new building to house the Parks and Recreation office. He stated that the

building that currently holds the office is in the floodplain. He stated that the second project would also include constructing a new parking lot. He stated that there would be cost efficiencies and less downtime for the Marina if both projects were completed at the same time. He stated that the CIP requests for the Marina had high costs that would be difficult to fund in the same fiscal year.

Ms. Leverenz stated that the CIP requests indicated that the proposed restroom facility at the Marina had to be constructed before parts of Phase II were completed.

Mr. Perkinson confirmed. He stated that the Virginia Department of Health had restroom requirements for marinas that were based on the number of boat slips. He stated that the restrooms would need to be constructed before Phase II or parts of the Phase II improvements would have to be halted until the restrooms were built.

Ms. Leverenz asked why the restrooms were not included in the CIP request for Phase II.

Mr. Perkinson stated that the Shaping Our Shores master plan revisions were not finalized when the Phase II improvements were developed. He stated that the location of the new restroom facility was shown on the revisions to the Shaping Our Shores master plan. He stated that the CIP request for the Jamestown Beach Event Park included a parking area made with pervious pavers. He stated that 54,000 vehicles visited the park which resulted in poor conditions in the grass parking area. He stated that staff would apply for available grants to assist with funding. He stated that he received a question regarding the operation costs of the pool at Upper County Park. He stated that Upper County Park had \$40,000 in operational costs, and \$77,000 for part time staff. He stated that Upper County Park generated about \$70,000 in revenue. He stated that other maintenance costs were incurred by the Department of General Services. He stated that the CIP request included replacing the baby pool with a splash pad. He stated that the CIP request for Veterans Park Phase II included a splash pad.

Mr. Haldeman asked if the CIP request for Veterans Park would be the last project for the park.

Mr. Perkinson stated that he would check and forward the answer to the Policy Committee.

Ms. Leverenz asked why Upper County Park would have a paved parking lot instead of pervious pavers.

Mr. Perkinson stated that Upper County Park already had a gravel parking lot. He stated that gravel parking lots are considered to be impervious area. He stated that the last question he received was regarding the size of the proposed restroom facility at the Warhill Sports Complex. He stated that the restroom facility would be across from the baseball fields and would also house a concessions area.

Mr. O'Connor asked if the Department of Parks and Recreation had any news regarding the proposed running center.

Mr. Perkinson stated that the revisions to the Shaping Our Shores master plan show the running facility being located at Jamestown Beach Event Park.

Ms. Leverenz asked if there were any other questions.

There were none.

Ms. Leverenz invited representatives from the Stormwater and Resource Protection Division to discuss its CIP request.

Ms. Toni Small stated that she received three questions from the Policy Committee regarding the CIP request for the Stormwater Capital Improvement Program. She stated that the costs did not include state or federal funding. She stated that staff would apply for grants.

Mr. Haldeman asked if grants could reduce the actual costs listed in the CIP request.

Ms. Small confirmed. She stated that the grants have a competitive application process so it would be difficult to estimate the funding that would be generated by grants.

Ms. Leverenz asked if staff had been successful at applying for grants in the past.

Mr. Darryl Cook confirmed. He stated that staff has received 15 grants from the Virginia Department of Environmental Quality's Stormwater Local Assistance Fund.

Mr. Haldeman asked if any excess funding would be returned to the general fund.

Ms. Sharon Day stated that grants have been appropriated by the Board of Supervisors (BOS) in the past.

Ms. Small stated that the pattern of funding for the Stormwater Capital Improvement Program was that 5 years of funding would add up to \$12,544,000. She stated that she received a question regarding the level of mercury in Diascund Creek. She stated that DEQ confirmed that tests in 2010 and 2012 showed that fish in Diascund Creek had mercury in their tissue. She stated that part of the CIP request would go to studying the Diascund Creek Watershed which might determine a source for the mercury contamination.

Mr. Cook stated that part of the watershed was in New Kent County.

Ms. Small asked if there were any other questions.

There were none.

Ms. Leverenz invited representatives from the Williamsburg Regional Library to discuss its CIP requests.

Ms. Betsy Fowler, Library Director, Williamsburg Regional Library (WRL), stated that the existing contract between the County and the City of Williamsburg stated that each locality is responsible for its own capital improvement projects. She stated that the contract would have to be renegotiated in order for a new library to be a joint facility. She stated that the operational costs are split between the counties based on the residences of users. She stated that a new library facility would require about 10 acres of land.

Mr. Haldeman asked if the library in the City of Williamsburg could be expanded with the limited amount of land it has. He asked if a third library would need to be constructed if it was expanded.

Ms. Fowler stated that the library would likely need to be replaced entirely. She stated that a third library would not be needed if that were the case. She stated that a consultant

had conducted a survey of library users that indicated that the downtown Williamsburg library was very popular. She stated that the current downtown library did not have enough area to increase the size of the parking lot.

Ms. Leverenz asked if building a new joint library would result in having the library closed for the length of construction.

Ms. Fowler stated that a temporary location could be opened while the new facility was constructed.

Mr. O'Connor asked if Ms. Fowler had any recommendation regarding having a third library or a new joint facility with the City of Williamsburg. He asked if the City of Williamsburg would be responsible for operating costs of the downtown library if the County built a third library.

Ms. Fowler stated that the majority of the users at the downtown library live in the County. She stated that the County would continue to share operating costs unless the contract was renegotiated. She stated that having two libraries would be more sustainable than three libraries. She stated that the current location in downtown Williamsburg was preferred by the City of Williamsburg. She stated that a new library at the downtown Williamsburg location could be up to three stories tall. She stated that a solution for the parking would have to be determined.

Mr. Haldeman stated that the downtown Williamsburg library would still need to be renovated if a third library was built in the County.

Ms. Fowler confirmed.

Mr. O'Connor asked what the floor area was for the downtown Williamsburg.

Ms. Fowler stated that the library had about 30,000 square feet of usable space.

Ms. Leverenz asked if the costs of the CIP request would be lower for building a joint library with the City of Williamsburg.

Ms. Fowler confirmed.

Mr. O'Connor stated that Freedom Park had been intended as an educational park. He asked if the WRL considered locating the proposed playground at Freedom Park.

Ms. Fowler stated that a children's playroom had been built at the Croaker Road library. She stated that the proposed playground would be an extension of that playroom. She stated that the playground would focus on natural landscapes instead of playground equipment. She stated that the Friends of Williamsburg Regional Library would fundraise some of the costs of the playground. She stated that the Department of Parks and Recreation would take over the maintenance and safety inspections of the playground after it was constructed. She asked if there were any other questions.

There were none.

Ms. Leverenz invited representatives from the Department of Community Development to discuss its CIP requests.

Mr. Paul Holt stated that the Transportation Match CIP request had started in FY17. He

stated that transportation projects in the County that are currently in process account for \$146 million in funding. He stated that the Skiffes Creek Connector did not require any local sources of funding or funding from the Transportation Match CIP. He stated that the BOS committed to fund the undergrounding of utilities along Pocahontas Trail. He stated that the next large transportation project to be funded was the Pocahontas Trail Multimodal Corridor project. He stated that the project needed to be fully funded before the Virginia Department of Transportation would begin any work. He stated that holding off on funding the project would result in additional inflation costs. He stated that staff would continue to seek additional funding from the State of Virginia. He stated that the Skiffes Creek Connector and the Croaker Road Widening would be the next projects to start construction.

Mr. Haldeman stated that the Skiffes Creek Connector would be a substantial benefit to the County.

Mr. Holt stated that a portion of the Transportation Match funding from FY20 was directed to an extension of the Green Mount Parkway. He stated that having Green Mount Parkway cross Skiffes Creek was cost prohibitive. He stated that the extending the road would create vehicular access for a large area of land that had economic development potential. He stated that the CIP request for the site preparation of the Stonehouse school site. He stated that having the soil remediation completed would not require funding the CIP for the new elementary school.

Mr. O'Connor asked why the burden was not on the developer to complete. He stated that the proffers required the developer to have the site ready. He asked if the required geotechnical approval would suffice.

Mr. Holt stated that it is important for the County to independently verify the work that the developer completed. He stated that ensuring the soil remediation and compaction was completed correctly could save time and reduce costs when the school was constructed. He stated that the County does not have staff with the technical expertise to review the geotechnical reports for the site.

Ms. Leverenz asked what types of contaminants were present at the school site.

Mr. Holt stated that it was unknown if any contaminants were at the site.

Ms. Leverenz asked if it was the developer's responsibility to test the soil for contaminants.

Mr. Holt confirmed. He stated that the CIP request was to have a consultant independently verify the developers study.

Ms. Leverenz asked if there were any other questions.

There were none.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. O'Connor made a motion to Adjourn. The motion passed 3-0.

Ms. Leverenz adjourned the meeting at approximately 5:00 p.m.

DRAFT MINUTES
JAMES CITY COUNTY POLICY COMMITTEE REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 27, 2020
4:00 p.m.

A. CALL TO ORDER

Ms. Julia Leverenz called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Julia Leverenz, Chair
Jack Haldeman

Absent:

Rich Krapf
Tim O'Connor

Staff:

Tammy Rosario, Principal Planner
Terry Costello, Deputy Zoning Administrator
Tori Haynes, Planner
John Risinger, Community Development Assistant
Sharon Day, Director of Financial and Management Services
Cheryl Cochet, Assistant Director of Financial and Management Services
Jeff Wiggins, Senior Budget and Accounting Analyst
Margo Zechman, Senior Budget and Accounting Analyst
Grace Boone, Director of General Services
Shawn Gordon, Capital Project Management Chief Engineer
Rick Koehl, Capital Projects Coordinator

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2021-2025 Capital Improvements Program Review

Ms. Tori Haynes stated that staff members from the Department of General Services and the Williamsburg-James City County Public Schools (WJCC Schools) were present at the meeting to answer questions related to Capital Improvement Program (CIP) requests. She stated that the March 5, 2020, meeting of the Policy Committee could be used to finalize the Committee's ranking of CIP requests.

Ms. Leverenz invited staff from the Department of General Services to discuss their CIP requests.

Ms. Grace Boone stated that the Committee had submitted a question about revenue that would be generated from the Grove Convenience Center. She stated that revenue from the

Toano Convenience Center was about \$68,400. She stated that the County is working on acquiring property for the Grove Convenience Center. She stated that the Board of Supervisors (BOS) has supported establishing the Grove Convenience Center. She stated that all of the County's convenience centers allow credit card payments.

Ms. Leverenz asked if the credit card readers were used more often than coupons.

Ms. Boone stated that the credit card payments were very popular with citizens. She stated that she could forward statistics to the Committee. She stated that the cost of the credit card reader was included within the furniture and equipment costs.

Ms. Leverenz asked if the furniture and equipment cost included the necessary utilities such as electrical connections.

Ms. Boone stated that the furniture and equipment costs included internet infrastructure but not electrical connections.

Mr. Shawn Gordon stated that the cost of furniture and equipment includes items for the pollution prevention plan.

Ms. Leverenz asked if there were any other questions related to the Grove Convenience Center.

There were none.

Mr. Rick Koehl stated that General Services received questions related to the CIP request to construct termini on Jolly Pond Road near the dam. He stated that the County has gained access rights near Jolly Pond Dam. He stated that County staff would meet with engineers to determine how to construct the termini. He stated that the proposed design would be reviewed by the Virginia Department of Transportation (VDOT) and the property owners.

Ms. Leverenz asked if General Services knew how many vehicles were driven the entire way to Jolly Pond Dam where Jolly Pond Road was abandoned.

Mr. Koehl stated that there were about 240 vehicles passing the dam every day before that section of the road was abandoned. He stated that signage was posted along Jolly Pond Road to inform drivers that Jolly Pond Road had dead ends near the dam.

Ms. Boone stated that the signs were posted in sports to give drivers enough time to find a safe place to turn around.

Ms. Leverenz asked if General Services had noticed any signs of vehicles trying to turn around at the ends of Jolly Pond Road near the dam.

Mr. Koehl stated that there were no visible signs of vehicles turning around. He stated that one side of the dam had a small gravel turn around area. He stated that the other side of the dam had the road blocked near a driveway for vehicles to turn around. He stated that the property owner had agreed to allow vehicles to turn around in their driveway while a more permanent solution was developed. He stated that discussions with VDOT and the property owner led to the proposed location of the terminus on the southern end of the dam being moved to a steeper area which resulted in an increase in project costs. He stated that the property owner had concerns about unauthorized access to the dam.

Mr. Jack Haldeman asked if the southern terminus would be close to the dam.

Mr. Koehl stated that the terminus would be a distance away from the dam. He stated that a portion of the road leading to the dam would remain so that construction vehicles could access the dam for repairs. He stated that a gate would be installed where the remaining road connects to the terminus.

Ms. Leverenz asked if there would be gates on both sides of the dam.

Mr. Koehl confirmed. He stated that the construction costs would be finalized after the engineers determined the amount and method of grading that was necessary for the terminus.

Ms. Leverenz asked if there were any other questions.

There were none.

Ms. Leverenz invited staff from WJCC Schools to discuss their CIP requests.

Mr. Marcellus Snipes, Senior Director for Operations, WJCC Schools, stated that staff from WJCC Schools provided answers to the Committees questions by email. He asked if the Committee had any additional questions.

Mr. Haldeman asked if the recent Stonehouse rezoning was accounted for in the enrollment projections. He stated that the Stonehouse subdivision would have 1,100 less single-family homes because of the rezoning.

Ms. Rene Ewing, Chief Financial Officer, WJCC Schools, stated that the Future Think projections consider the number of issued building permits and not planned developments.

Mr. Haldeman stated that WJCC Schools had stated that there were 395 students in 31 classrooms for the Bright Beginnings program. He stated that there was an average class size of 13 students.

Mr. Snipes stated that Bright Beginnings included students with special needs. He stated that class sizes had to be smaller when they included special needs students.

Mr. Haldeman asked why WJCC Schools submitted a request for a new elementary school instead of expanding existing elementary schools.

Mr. Snipes stated that elementary schools have a recommended optimal size of about 700 students.

Mr. Haldeman stated that two elementary schools had enrollment capacities that were less than 700 students. He asked if those schools could be expanded.

Mr. Snipes stated that an architect reviewed the school sites to determine where classroom space could be added. He stated that the elementary schools with less than 700 students did not have enough space for additions.

Mr. Haldeman asked why the CIP request for Lafayette High School was described as a renovation instead of an expansion.

Mr. Snipes stated that the proposal for Lafayette High School was to repurpose space from a former auto shop and a kiln to add about eight classrooms. He stated that no new space would be added. He stated that multiple presentations at School Board meetings had discussed the various factors for expanding the high schools and building a new elementary school. He stated that the presentations from the School Board meetings were available on the WJCC Schools website.

Ms. Ewing stated that the current Future Think enrollment projections were available on the WJCC Schools website.

Mr. Haldeman asked if there was a demand for additional classrooms for the Bright Beginnings program.

Mr. Snipes stated that there is a waiting list of 100 to 200 students each year for Bright Beginnings.

Mr. Haldeman asked how long the Bright Beginnings program has been operating.

Mr. Snipes stated that the program started as the Needs Center at Norge Elementary School in the 1976.

Ms. Leverenz asked how many elementary schools have classrooms for Bright Beginnings.

Mr. Snipes stated that five elementary schools had Bright Beginnings classrooms in the current school year.

Ms. Leverenz asked if the new elementary school would include classrooms for Bright Beginnings.

Mr. Snipes stated that it depends on where there is a demand for classrooms. He stated that the design of classrooms for Bright Beginnings was mostly the same as elementary school classrooms.

Ms. Leverenz stated that the WJCC School Board had determined that there were compelling reasons to not consolidate the Bright Beginnings program at one location.

Mr. Snipes stated that having a separate facility would increase the length of bus routes. He stated that building a separate facility would result in administrative costs for staff and a cafeteria.

Ms. Leverenz asked if there were any other questions.

There were none.

Ms. Leverenz stated that the Committee could finalize its' ranking at the March 5, 2020, meeting.

Ms. Tammy Rosario stated that the Committee members could forward their individual rankings to staff in advance of the March 5, 2020, meeting.

Ms. Tori Haynes stated that after the March 5, 2020 Policy Committee Meeting, the finalized CIP ranking would be included in the packet for the March 16, 2020, Planning Commission Organizational Meeting.

Ms. Leverenz asked if there were any other questions.

There were none.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Haldeman made a motion to Adjourn. The motion passed 2-0.

Ms. Leverenz adjourned the meeting at approximately 4:30 p.m.

DRAFT MINUTES
JAMES CITY COUNTY POLICY COMMITTEE REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 5, 2020
4:00 p.m.

A. CALL TO ORDER

Ms. Julia Leverenz called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Julia Leverenz, Chair
Jack Haldeman
Rich Krapf
Tim O'Connor

Absent:

None

Staff:

Tammy Rosario, Principal Planner
Terry Costello, Deputy Zoning Administrator
Tori Haynes, Planner
John Risinger, Community Development Assistant
Cheryl Cochet, Assistant Director of Financial and Management Services
Jeff Wiggins, Senior Budget and Accounting Analyst
Margo Zechman, Senior Budget and Accounting Analyst

C. MINUTES

1. February 13, 2020 Meeting Minutes

Mr. Jack Haldeman made a motion to Approve the February 13, 2020, meeting minutes.

The motion passed 4-0.

D. OLD BUSINESS

1. FY 2021-2025 Capital Improvements Program Review

Ms. Tori Haynes stated that this is the fourth and final meeting prior to the special meeting on March 16, 2020. She stated that this meeting is to confirm the final scoring and ranking recommendations of the Committee. She stated that these would be forwarded to the Planning Commission and Board of Supervisors (BOS) as part of their budget discussions. Ms. Haynes asked if there were any questions.

There were no questions from the Committee.

Ms. Haynes asked Ms. Julia Leverenz if she would like to go through each project one by one.

Ms. Leverenz asked if there was a spreadsheet that shows how the Committee collectively ranked the projects.

Ms. Haynes confirmed and presented the spreadsheet on the screen.

Ms. Leverenz asked if the spreadsheet can be ranked by average score.

Ms. Haynes confirmed.

Mr. Rich Krapf stated that there could be some scoring bias and that the numerical score may have less importance than the overall rank.

Mr. Krapf stated that there are 28 projects and it would be difficult to get full consensus on all 28.

Ms. Haynes read the top ten projects listed on the spreadsheet.

The Committee compared their individual list to the overall top ten list.

Ms. Leverenz asked the Committee if they are comfortable with the rankings of the first four.

The Committee members agreed.

Ms. Leverenz asked if the Grove Convenience Center was appropriately ranked.

Mr. Haldeman and Mr. Krapf agreed with that ranking.

Mr. Tim O'Connor stated that he ranked the project in the middle. He stated that he had no issues with the project being in the top ten.

Ms. Tammy Rosario asked if there were any of the top ten projects that seemed out of place.

Ms. Leverenz stated that she did not have the Warhill Auxiliary Gym and Policy Covered Parking in her top ten.

Mr. Krapf stated that the gym was also ranked lower.

Mr. O'Connor stated that the gym was the highest ranked of the school projects because there is no space for practice for the students. He stated that there is the benefit of an emergency shelter for the County.

Mr. Haldeman stated that he has his ranked seventh.

Mr. O'Connor stated that the other high schools have an auxiliary gym.

Mr. Haldeman stated that the gym can be used for the public at-large.

Mr. Krapf stated that he ranked the Jolly Pond Dam Road item high due to the safety hazard. He stated that it had a relative low cost.

Ms. Leverenz stated that 240 vehicles per day were using the dam crossing. She stated that the current work-around is temporary.

Ms. Haynes stated that the Committee may find that some applications have a special consideration and Ms. Grace Boone stated that this project may be a BOS consideration.

Ms. Leverenz stated that she ranked the library/library expansion within the top ten.

Mr. O'Connor stated that he felt it was an incomplete application because all of the details are not determined regarding location.

Mr. Krapf stated that he did not rank the new school site very high, but within the top ten.

Ms. Rosario asked if there were any adjustments to the ranking proposed.

Mr. Haldeman stated that he would recommend increasing the rank of the Lafayette High School Expansion because other schools are over capacity and the cost is relatively low.

Mr. Krapf asked which project he would remove from the top ten.

Mr. Haldeman stated that the Police firing range would be removed from his list.

Mr. O'Connor stated that the focus should be on Warhill High School to take on the expanded growth.

Mr. Haldeman stated that the enrollment at Warhill is projected to decline.

Ms. Rosario stated that Williamsburg-James City County (WJCC) Schools prioritized their applications.

Mr. Haldeman read how the WJCC Schools ranked their applications.

Mr. Haldeman stated that the Ambler's House utility project and the Jamestown Beach Event Park project should be constructed together to have a cost savings.

Ms. Leverenz stated that the Jamestown Beach project should be listed at number eleven behind the Ambler's House at number ten.

Mr. Krapf stated that the firing range was a higher priority in his list.

Mr. O'Connor stated that he ranked it high.

Ms. Leverenz stated that three of the four members have it ranked high.

Mr. O'Connor stated that the cars need to be moved from the parking lot whenever the range is in use.

Mr. Haldeman stated that he is comfortable with where the project is ranked.

Ms. Leverenz asked if there were concerns on the ranking of the Warhill High School Auxiliary Gym.

Mr. Krapf stated that it was originally ranked lower, but he is comfortable with moving it up. He stated that it was a plus that the gym could be used as an emergency shelter.

Ms. Leverenz asked if the Committee agreed on the ranking of the Warhill Auxiliary Gym Expansion.

The Committee agreed.

Mr. Haldeman stated that both Lafayette High School Expansion and Warhill Auxiliary Gym would be in his top ten to complete the school projects.

Ms. Leverenz stated that the covered parking for the Police and the added building at the marina could be replaced by the Lafayette High School Project. She stated that the

Ambler's House could be pushed to eleven in the ranking.

Mr. Krapf stated that he supports the Ambler's House because it was a proffer and linked to other improvements in the area. He stated that this is a potential revenue generated once the utilities are completed.

Mr. Haldeman stated that he supported the Ambler's House project in the past to stabilize the house.

Ms. Leverenz stated that the added marina building could be moved down to the other marina improvements.

Mr. Haldeman stated that grouping the projects reduces the number of closures at the marina.

Ms. Leverenz asked if anyone objected to moving the marina building project to twelve.

Mr. Krapf stated that he agreed with those changes.

Ms. Haynes asked if there was consensus on the top fourteen projects.

Ms. Leverenz stated that there hasn't been discussion on the Police covered parking.

Ms. Leverenz stated that she would not rank the project as high as shown in the spreadsheet.

Mr. O'Connor stated that this project came forward shortly after the police station was built. He stated it didn't make the rankings in the past, but after hearing from the Police and the challenges they are having protecting the equipment, he understands the need better.

Ms. Leverenz is comfortable with the project being ranked eight. She stated that she likes the number of the Parks and Recreation projects.

Mr. O'Connor stated that he scored his Parks and Recreation projects based on their ranking.

Ms. Leverenz stated that the Committee is looking at the cost efficiencies by grouping projects together such as the Jamestown Beach, Ambler's House and marina.

Mr. Krapf agreed.

Ms. Leverenz stated that the Chickahominy Riverfront Park project could be ranked above the other Parks and Recreation projects.

Mr. Krapf stated that he had Chickahominy project ranked thirteen in his list.

Ms. Leverenz asked if Mr. O'Connor agreed with the proposed change to add the Chickahominy project above Ambler's House.

Mr. O'Connor stated that his ranking matched the Parks and Recreation suggested order for their projects.

Ms. Leverenz stated that the Chickahominy Riverfront Park project could go between the projects at the marina and the projects at Jamestown Beach.

Mr. Krapf stated that one of his concerns was that the Ambler's House continues to get moved down when it is a top priority of the Office of Economic Development. He stated

that he would keep Ambler's House in the top ten.

Ms. Leverenz stated that the ranking would be in the following order: Jamestown Beach improvements, Chickahominy Riverfront Park and Chickahominy Riverfront Park Restroom and Concession improvements, and then the additional building at the marina.

Mr. Haldeman agreed to those changes.

Ms. Haynes asked if any of the projects have any special considerations.

Mr. O'Connor stated that transportation match and stormwater projects typically had the special considerations. He stated that the Jolly Pond Dam turnaround should be a special consideration.

Ms. Haynes asked if there was consensus on the top fifteen.

Ms. Leverenz stated that the committee did not look past the top fifteen.

Mr. O'Connor stated that he would continue to rank the new school site lower because it was proffered and should be for the developer.

Ms. Leverenz stated that the money would be to hire a consultant to inspect the work of the developer.

Mr. O'Connor stated that proffer states that the developer should provide a school ready site.

Ms. Rosario asked if Mr. O'Connor felt the consultant fees should be paid for by the developer.

Mr. O'Connor agreed and stated that it could also be a bond and that at time of construction the money would be available for them.

Ms. Leverenz stated that this would allow the County to know that the project was done correctly.

Mr. O'Connor stated that the project is just for excavating the site for a school. He stated that a geo-tech firm can inspect the project to show that it was done correctly.

Mr. Krapf asked if he would like the project moved outside of the top fifteen.

Mr. O'Connor stated that this project should not be above the Lafayette High School project.

Ms. Leverenz asked if there was support for all of the school expansions including the baseball field.

Mr. O'Connor stated that the baseball field project is a Parks and Recreation project.

Ms. Leverenz stated that the new school site can be moved below the Warhill High School Expansion.

Mr. O'Connor stated that he would like to see the Lafayette project above the new school site.

Mr. Krapf and Mr. Haldeman agreed.

Mr. O'Connor asked why Mr. Krapf ranked the Lafayette project low.

Mr. Krapf stated that he ranked most of the school project low until he had a good idea of the sense of urgency for the projects. He is comfortable with the proposed ranking changes.

Ms. Leverenz asked if the school site is time dependent.

Ms. Rosario stated that she can double-check.

Mr. Krapf stated that he had the school site as a special consideration but does not know if there is a time requirement.

Ms. Leverenz asked if everyone is comfortable going with the average for the remaining items on the list.

The Committee agreed.

Ms. Haynes stated that remaining school projects had tied and would receive an equal ranking.

Mr. Krapf stated that he is comfortable with that decision.

Mr. O'Connor stated that the Upper County Park project could be ranked higher to allow for more projects throughout the County.

Mr. Haldeman stated that he had the Lower County Park project heavily weighted.

Ms. Leverenz asked if the Upper County Park project can be moved ahead of the new elementary school project.

Mr. Haldeman stated that he would even move the project above the Freedom Park project.

Ms. Leverenz agreed.

Ms. Leverenz stated that she would recommend listing the buses for the new elementary school last and move the library playground project up one.

Mr. Krapf agreed.

Ms. Leverenz asked if there were any further comments.

Mr. Krapf asked that the revised ranking sheet be sent out to the Committee.

Ms. Haynes confirmed that it will be sent out.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Haldeman made a motion to Adjourn. The motion passed 4-0.

Ms. Leverenz adjourned the meeting at approximately 5:00 p.m.