

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 26, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSIONS

1. Briefing on Phase 2 Activities of the Engage 2045 Comprehensive Plan Update Process
2. Capital Improvement Projects Discussion

D. BOARD REQUESTS AND DIRECTIVES

E. CLOSED SESSION

F. ADJOURNMENT

1. Adjourn until 5 p.m. on June 9, 2020 for the Regular Meeting

ITEM SUMMARY

DATE: 5/26/2020

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Briefing on Phase 2 Activities of the Engage 2045 Comprehensive Plan Update Process

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. Presentation	Presentation
☐	Attachment 2. Handout 1	Exhibit
☐	Attachment 3. Handout 2	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	5/13/2020 - 9:39 AM
Development Management	Holt, Paul	Approved	5/13/2020 - 9:40 AM
Publication Management	Burcham, Nan	Approved	5/13/2020 - 9:46 AM
Legal Review	Kinsman, Adam	Approved	5/15/2020 - 10:17 AM
Board Secretary	Fellows, Teresa	Approved	5/18/2020 - 10:59 AM
Board Secretary	Purse, Jason	Approved	5/19/2020 - 3:21 PM
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 3:39 PM

MEMORANDUM

DATE: May 26, 2020

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Briefing on Phase 2 Activities of the Engage 2045 Comprehensive Plan Update Process

At today's work session, the Planning Team (staff and their consultants) will brief the Board of Supervisors as James City County progresses through Phase 2 of the Engage 2045 Comprehensive Plan update process, Scenario and Model Building. A key objective of this meeting will be to get Board input and affirmation of the draft Scenario Narratives as construction and testing of the scenarios continues this spring, and is finalized in early summer. Another key objective of this meeting will be to get Board input and affirmation of the approach to public engagement on the scenarios over the course of the summer and early fall.

At the Board's last briefing in February, the Planning Team provided an update on the public engagement activities that had taken place, summarized in the Phase 1 Public Engagement Summary Report, and shared an update on the process of building the integrated land use, transportation, and fiscal impact models. As the Planning Team will share, significant progress has been made since the last briefing:

- The Planning Commission Working Group reviewed and provided feedback on the proposed scenario themes with the consultant in early April. The PCWG also met with staff on May 6 to provide staff with an early understanding of their key issues and questions for plan development and public engagement.
- The Community Participation Team (CPT) continued to gather feedback from the community. The CPT was able to reschedule and conduct a virtual Listening Forum on May 4, which provided a dedicated opportunity for community organizations to share information and perspectives on the how the Comprehensive Plan related to or could support their organizations' missions. The CPT also began to prepare for the next round of messaging and public engagement efforts, which will focus on the scenario planning. In order for the CPT to have full information on the topic as they prepare for guiding the input effort, the consultant and members of the PCWG reviewed the proposed scenario themes with the CPT. Finally, the CPT began to discuss the implications of the COVID-19 pandemic on the public engagement efforts and various approaches to the engagement at its May 18 meeting.

Key Objective 1: Input and Affirmation of the Draft Scenario Narratives

To begin this discussion, the Planning Team will briefly review the public input collected thus far and their relationships to the existing Comprehensive and Strategic plans. Since public input is a foundation for building the potential scenarios, we will show how they interrelate and how the input gets incorporated into the modeling process. The next part of the discussion will focus on our key question to test and how the draft scenario narratives were developed in response to this question. We will share draft scenario narratives and the elements of each of them. For the third portion of the discussion, we will focus on performance indicators as ways to measure how well the scenarios meet the County's goals. The results will be used in several ways throughout the Engage 2045 process.

Key Objective 2: Input and Affirmation of the Approach to Public Engagement

To begin this discussion, the Planning Team will briefly discuss the public engagement activities that were originally envisioned for this stage of the process. The Planning Team will then summarize the discussions that have occurred to date regarding the impact of the COVID-19 pandemic and options for public

engagement that have been developed by the Planning Team and CPT to best maintain a strong and inclusive effort.

The Planning Team looks forward to sharing these items with the Board of Supervisors, answering questions and receiving feedback as we move through the next phase of the Comprehensive Plan update process.

Attachments:

1. Agenda
2. Presentation
3. Handout #1 – Draft Potential Scenario Themes
4. Handout #2 – Draft Potential Scenario Indicators

Briefing on Phase 2 of the Engage 2045 Comprehensive Plan Update Process

May 26, 2020

Page 2

Staff looks forward to discussing these items with the Board of Supervisors and receiving additional feedback.

TMR/nb

Engage2045Ph1-2-mem

Attachments:

5. Public Engagement Summary Report - Phase 1
6. Draft February 3, 2020, Planning Commission Working Group Meeting Minutes
7. Presentation



Board of Supervisors Work Session

May 26, 2020



SUMMARY

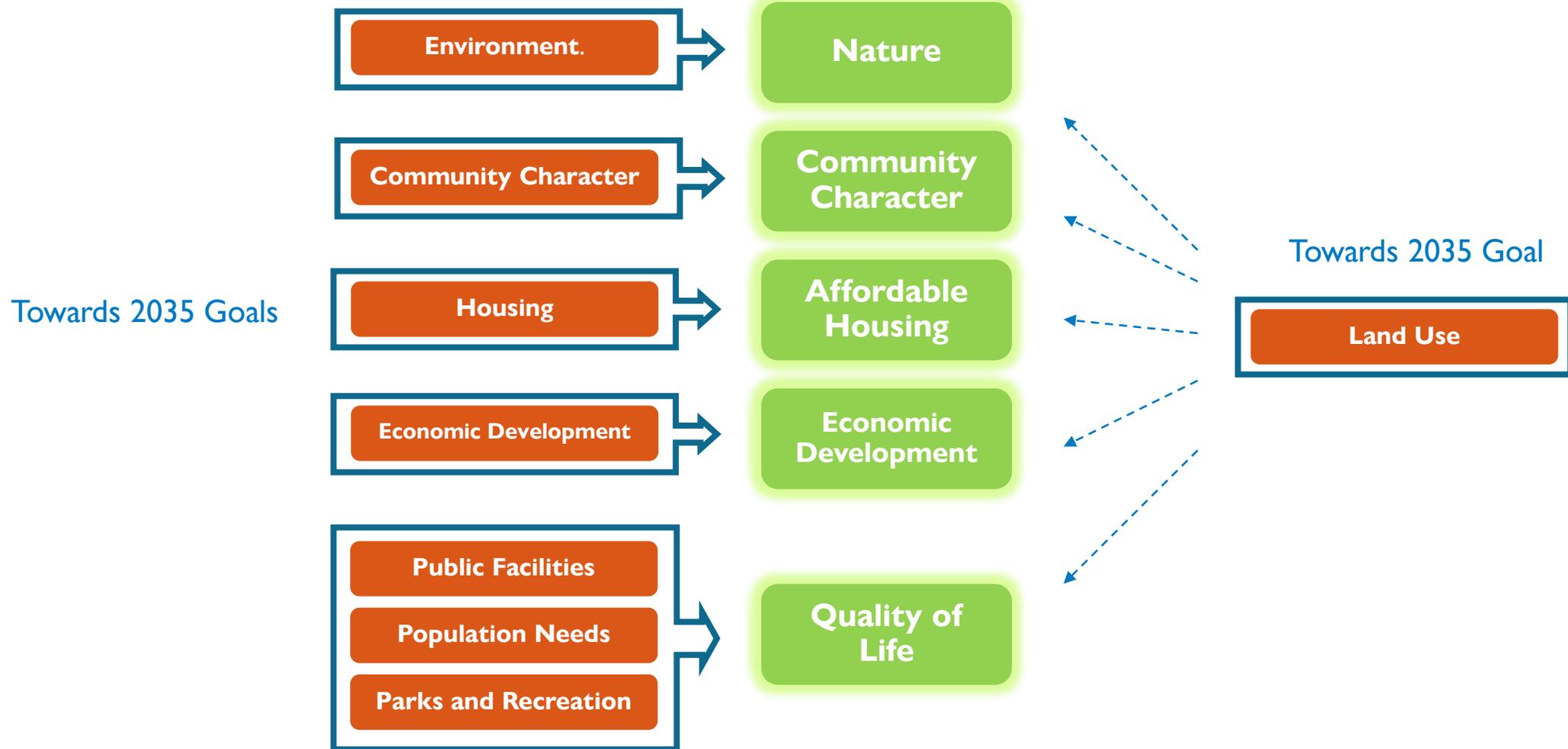
1. Public Input Themes
2. The Draft Scenarios
3. Next Steps

Cross walking Strategic Plan and 2035 Comp Plan

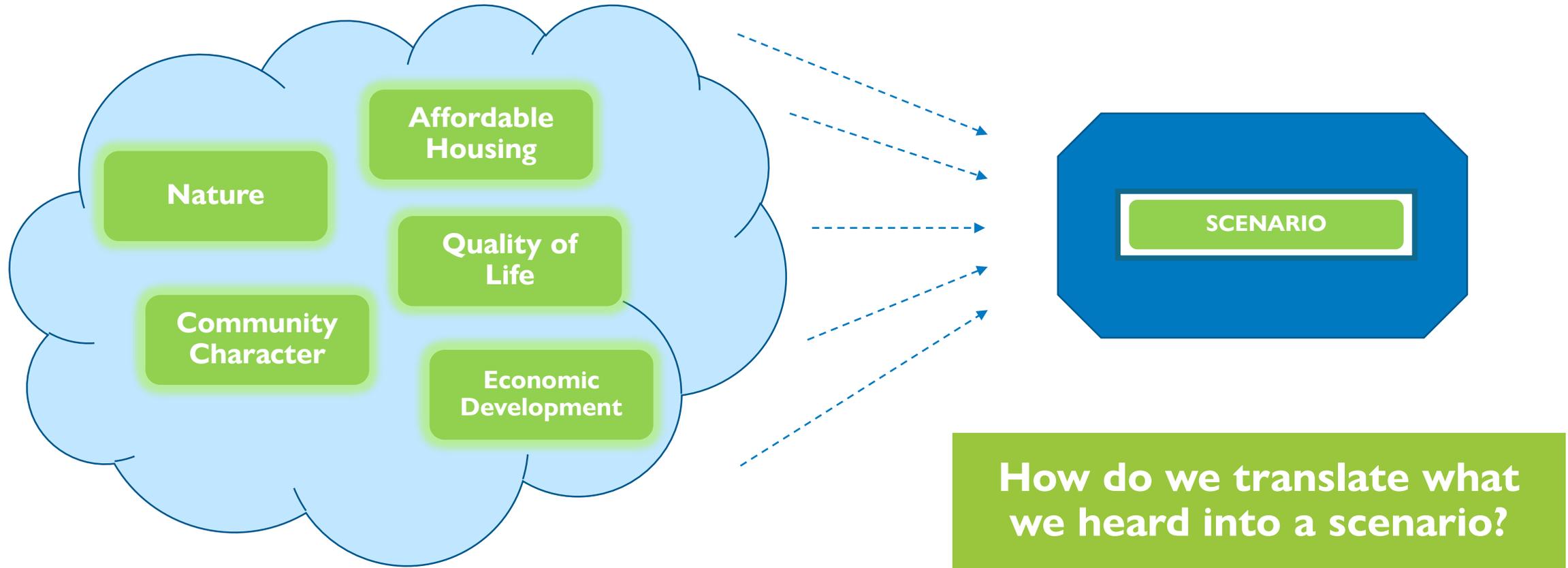


Toward 2035 Comp Plan Goals and Public Input

Engage 2045 Input Themes



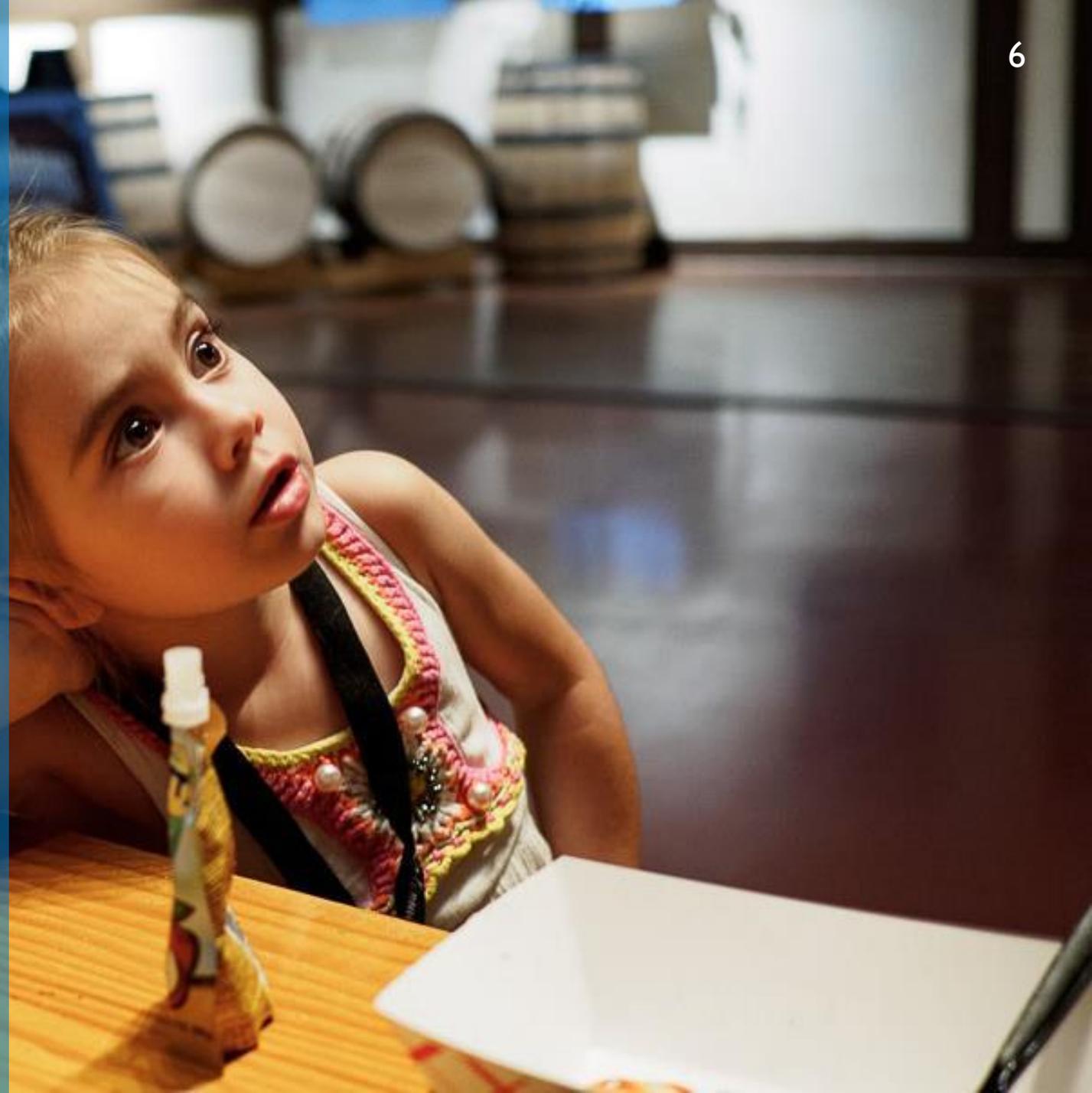
Using the Input to Build Potential Scenario(s)



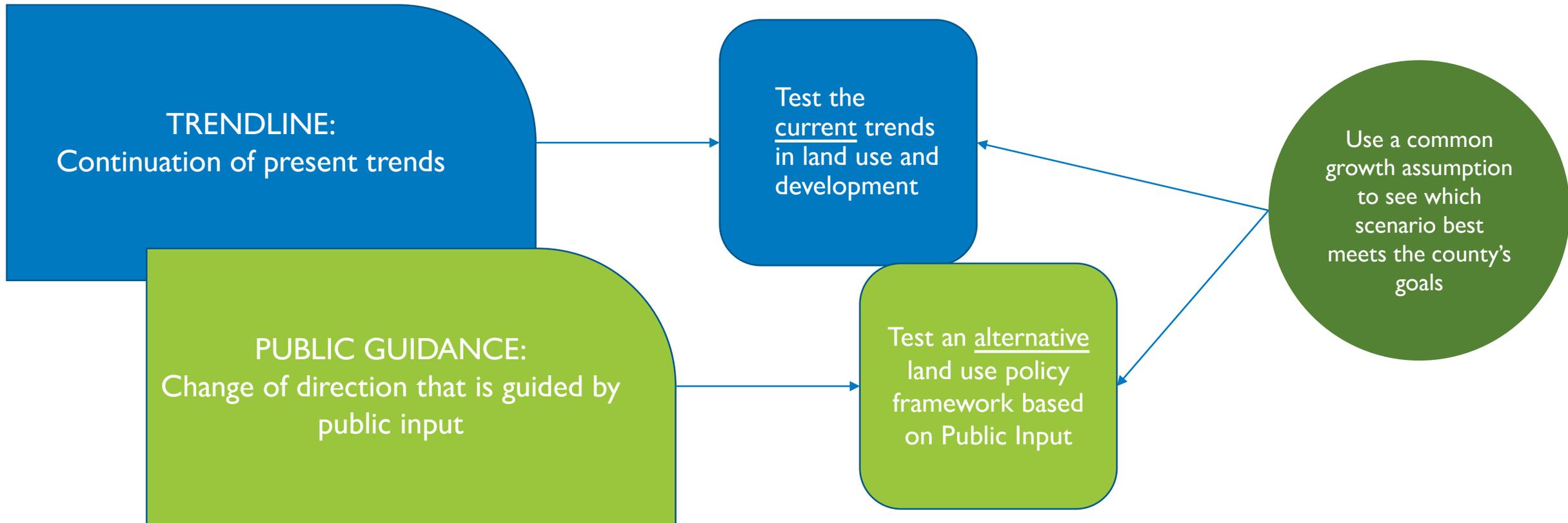


The Question to Test in the Scenario Planning Process:

- What are the implications of different land use and related policy directions on the fiscal health, environmental quality, and quality of life over the next 25 years?



Proposed Scenarios to Answer the Question:



Draft Potential Scenario Themes

For Planning Commission Working Group Review 4/6/20

A. EXISTING TREND SCENARIO

Current land use trends and development patterns continue, including dispersed single-family development and retail centers. Protection of rural areas is encouraged but some level of development outside the PSA continues.

Economy:	Predominantly service sector, tourism, and retail
Open and Rural Land:	Continued pattern of small scale residential subdivisions in rural lands
Residential:	Largely low-density, single-family residential, with a smaller proportion of townhouse or attached residential and few, if any, higher-density and mixed use communities
Commercial:	A mix of small retail developments serving resident needs and larger, regional commercial retail or industrial developments
Mixed Use:	Limited new mixed use development
Redevelopment:	Little or no redevelopment – primarily new development on vacant land
Transportation:	Little additional bike/pedestrian and transit network and continued reliance on auto travel

B. PUBLIC INPUT SCENARIO

Greater protection for rural lands, focused on rural and agricultural uses outside of the PSA. More focus on infill, redevelopment, and economic development at higher densities in the PSA but in concert with existing community character.

Economy:	Diversified employment opportunities including technology, office, and advanced manufacturing to balance existing service and tourism economies
Open and Rural Land:	High levels of rural and agricultural preservation outside of the existing PSA with primarily rural and agricultural uses in rural lands
Residential:	Directed into the PSA, with more medium and higher-density, and mixed-use residential development that makes walking, biking, and transit possible and provides more housing opportunities for all income levels
Commercial:	A wide range of mixed commercial uses provide for local shopping/service needs as well as diversified employment
Mixed Use:	Greater share of mixed-use development makes walking, biking, and transit possible
Redevelopment:	More redevelopment and infill within the existing PSA to reduce rural area development pressure
Transportation:	Relatively high options for bike/pedestrian and transit travel with improved multimodal infrastructure

Potential Scenario Performance Indicators to Evaluate

Nature

- Impacts of development on watersheds
- Proximity of developed land to areas of environmental protection
- Levels of automobile emissions
- Water use

Community Character

- Amount of rural land consumed by development
- Amount of development on sensitive lands or prime agricultural lands
- Proximity of development to cultural/historic resources
- Level of freight traffic on secondary streets

Affordable Housing

- Diversity of new housing types
- Impact of affordable housing on fiscal results
- Net new infill housing
- Distance to transit from new housing development

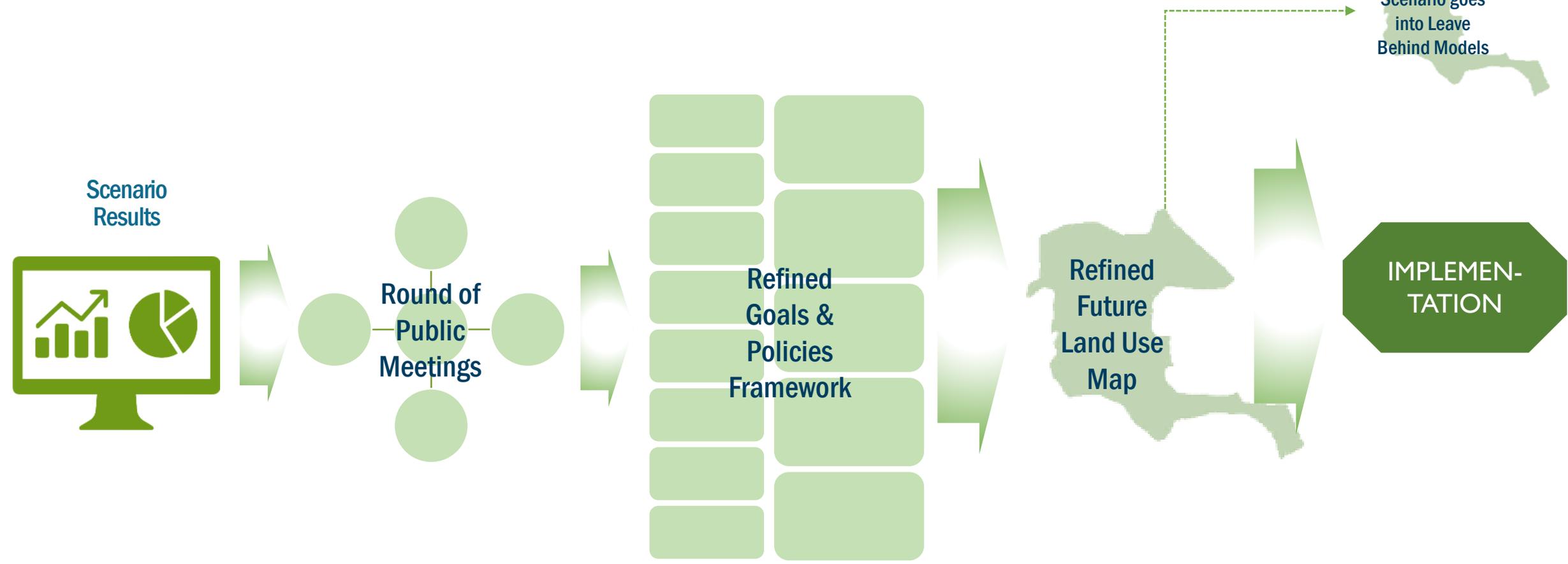
Economic Development

- Amount of jobs in diverse commercial place types
- Diversity of jobs by labor categories
- Jobs in mixed use development areas
- Revenue generated by growth

Quality of Life

- Change in level of service for parks, libraries, police, etc.
- Proximity of development to parks and transit
- Population within walking distance of schools

How will the results be used?



Ensuring that we are working toward the future we want!

NEXT STEPS

June/July:

PCWVG meeting to review Draft Scenario results

July/August:

Public engagement to collect input on Scenarios

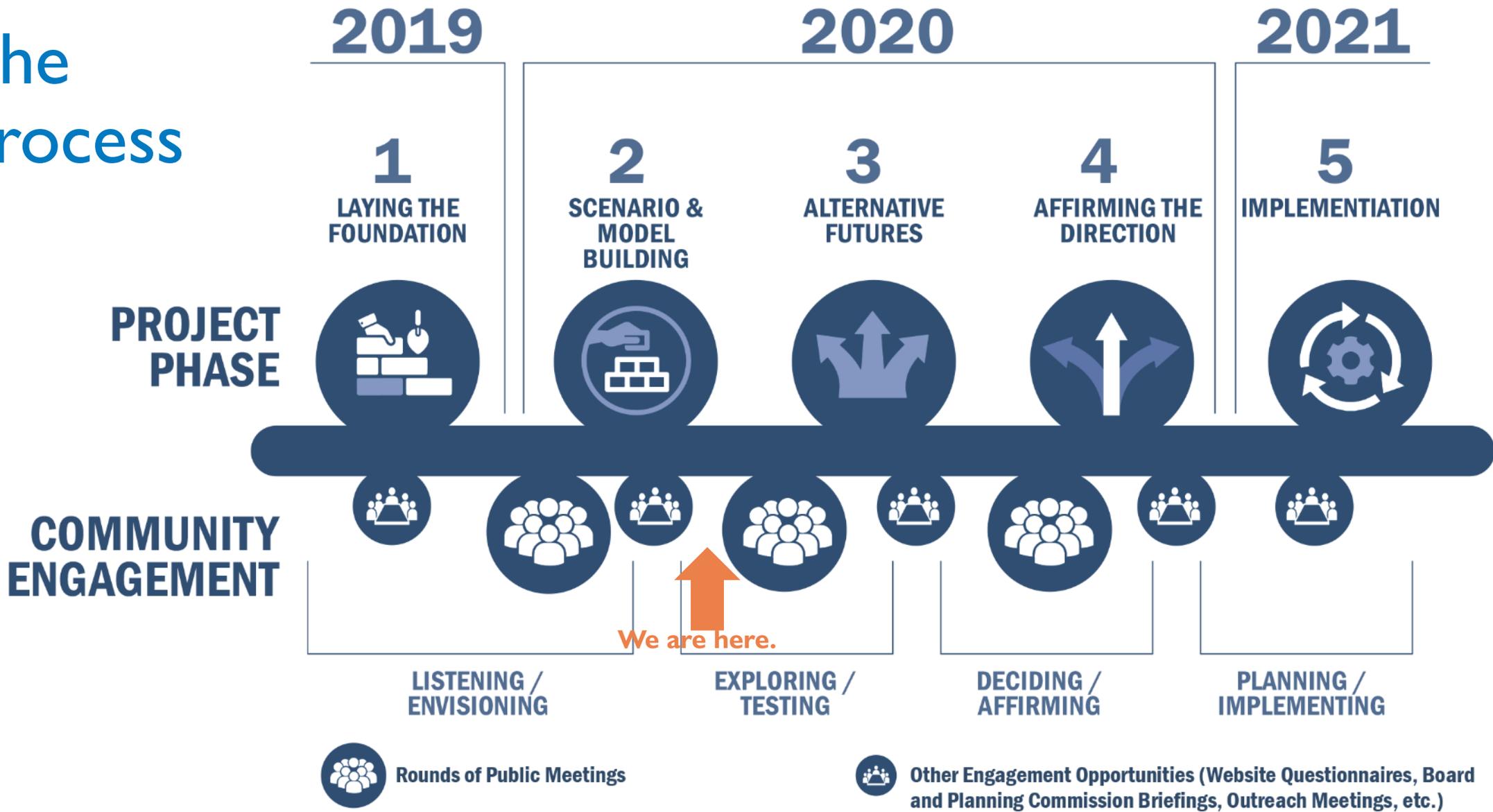
July/August – August/September:

Continue to receive on line input

After August/September:

Affirm preferred Scenario and begin to draft Comp Plan Elements

The Process





QUESTIONS & DISCUSSION

Board of Supervisors Work Session

May 26, 2020



Draft Potential Scenario Themes

For Planning Commission Working Group Review 4/6/20

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ITEM SUMMARY

DATE: 5/26/2020
TO: The Board of Supervisors
FROM: Scott A. Stevens, County Administrator
SUBJECT: Capital Improvement Projects Discussion

ATTACHMENTS:

	Description	Type
☐	Attachment 1	Exhibit
☐	Attachment 2	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 1:49 PM

JAMES CITY COUNTY CIP PROJECTS

Fiscal Year 2020

Delay project until COVID-19 Financial Impacts are known and BOS approves

Review project with BOS before making any further financial commitment

Project is complete or recommend that project proceed as planned



PROJECT	BUDGET TOTAL	BALANCE	PROJECT STATUS (Not yet started, design phase, complete etc)	PRIORITY	County Administrator Recommendation
General Government					
Industrial Property/Infrastructure	\$ 1,001,575	\$ 1,001,575	For future economic development opportunities	N/A	
Skiffes Creek Proffer	1,287,000	3,524	Funds received from Dominion Power	N/A	
Board of Supervisors					
Land/Facilities (1% Historic Sales Tax)	1,655,381	1,655,381	BOS set aside for future land/other capital needs	N/A	
County Administration					
Purchase of Development Rights (PDR)	328,921	328,921	Leftover funds from previous PDR program	N/A	
Sheriff					
Courthouse Lot Gate	58,700	58,700	Not yet started, Judge would like done sooner than later	1	
Fire/EMS					
Portable Radio Replacement	1,200,000	1,200,000	York County	1	
Station 1 Renovation	125,503	56,563	Punchlist items remaining on renovation	2	
Squad Truck Replacement	1,502,379	11,063	Partially complete; require radios and equipment on order	3	
Fire Station 6	1,410,000	1,341,939	Master plan and environmental survey only	4	
Engineering & Resource Project					
Settlers Market Project	237,574	234,347	In progress and related to a surety bond pull; remaining funds are local \$		
Stormwater & Resource Protection					
Woodland Farms (Phase 2 Stream Restoration) - Local Funds	1,799,860	69,450	Ongoing; project currently under construction	1	
Chickahominy Riverfront Park Living Shoreline Local Funds	1,171,070	832,146	Ongoing; construction bid received and valid until 7/14/20; tentatively scheduled BOS mtg. on 7/14/20 to award contract	2	
Grants Funds	781,900	781,900			
	1,952,970	1,614,046			
Toano Stream Restoration Local Funds	116,680	-	Toano stream restoration design work completed; draft specs are being written; VDOT wants JCC to complete the stream restoration before they begin the corresponding road work and drainage improvements to meet stormwater requirements as the project is the outfall for the drainage/roadway project.	3	
Grants Funds	565,000	518,500			
	681,680	518,500			
Grices Run Stream Restoration Local Funds	599,886	488,150	Surveying, design and permitting are underway; anticipate bid phase Oct 2020; construction not started	4	
Grants Funds	396,000	396,000			
	995,886	884,150			
Toano Drainage & Roadway Improvements - Local Funds	1,831,559	1,659,391	Project is at 90% design	5	
Grove Drainage & Roadway Improvements - Local Funds	1,925,411	1,801,600	Project is at 60% design	6	
The Foxes Stream Restoration Local Funds	358,029	282,311	Could delay; easement acquisition issues	7	
Grants Funds	202,689	202,689			
	560,718	485,000			
Cooley Road Stream Restore - Grant Funds	222,500	222,500	Monitoring, connected to completed projects		
Oxford Road Stream Restore - Grant Funds	154,863	154,863	Monitoring, connected to completed projects		
Grove Water Quality - Local Funds	433,500	368,000	Only at conceptual design phase; could delay	8	
James Terrace (Phase 4) - Local Funds	433,195	416,300	Amounts are for Ph 4 only, and could be delayed; historical easement acquisition issues for Ph 4; Ph 5 scope and design not developed	9	
Water Quality Improvements - Local Funds	208,689	12,833	Ongoing; substantially complete		
Capital Maintenance - Local Funds	250,000	118,881	Minor drainage improvement projects		
General & Capital Services					
Building Safety & Security	340,600	323,100	Approved projects for safety and security of staff.	1	

JAMES CITY COUNTY CIP PROJECTS
Fiscal Year 2020

Delay project until COVID-19 Financial Impacts are known and BOS approves

Review project with BOS before making any further financial commitment

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PROJECT	BUDGET TOTAL	BALANCE	PROJECT STATUS (Not yet started, design phase, complete etc)	PRIORITY	County Administrator Recommendation
Capital Building Maintenance	2,829,784	2,086,802	Continuous repair or replacement of critical infrastructure and equipment.	2	
HVAC/Electrical Improvement	420,211	420,211	Not yet started, supports many electrical and energy savings projects, such as spray foaming the building envelope or replacing lighting to LED.	3	
Building/Energy Improvement	723,574	543,301	Continuous repair and/or replacement of essential building maintenance	4	
Vehicle System Lifts	116,419	116,419	Not yet started, purchase order in process	5	
Facility Improvements	141,800	127,000	Modifications for staff and roof repair	6	
General Services Management Software	60,000	60,000	Not yet started, funding for Capital Projects division's Project Management software, working with IRM on RFP process	7	
Grove Convenience Center	146,000	146,000	Proceed with parcel acquisition; delay start of design	8	
Library Carpet	200,000	200,000	Not yet started	9	
Library Restroom	90,000	90,000	Not yet started	10	
Clara Byrd Baker Elementary School Sidewalk	470,570	374,306	Safe Routes to School Project with 80% Federal and 20% local funding. Right of Way plans and estimated submitted to VDOT for review.		
JCC Library Carpet Replacement	352,660	6,276	Ongoing; substantially complete	N/A	
Economic Development					
Navien Project	300,000	289,000	Land purchase; in process	1	
Parks					
Brickyard Land Purchase	1,412,500	1,392,927	50% of the purchase price will be funded through LWCF Grant approved by DCR and awaiting NPS final approval. Included in Strategic Plan, Parks and Recreation Master Plan and the VA outdoor Plan	1	
Chickahominy Riverfront Splash Pad	44,650	29,679	Replacement of pool pumps and chemical feeders	2	
Jamestown Marina	3,017,174	2,766,988	Completion of Phase I Marina improvements. Design completed, project ready to bid in June.	3	
Chickahominy Riverfront Park	707,156	318,239	new well	4	
Information Technology					
MUNIS Software	1,115,000	620,826	Ongoing Implementation for financial software replacement; delayed due to COVID-19; completion expected in winter of FY2021	1	
EAM Software	306,307	229,270	General Services workorder system; ongoing integration with Munis financial software	2	
EnerGov Software	46,794	45,577	Community Development's new on-line system; ongoing and includes electronic reviews, proffer mgmt., incident mgmt. and reporting	3	
UPS Replacement	70,000	12,600	Installation to be done in July	4	
Fiber Maintenance/Replacement	1,925,000	1,925,000	Not yet started	5	
Billing/Collection Software	49,638	45,438	Treasurer/Comm. of Revenue's PCI software; ongoing; implement document imaging into Tyler TCM or Sharepoint.	6	
HR/Payroll Software	100,000	100,000	Not yet started	7	
Tourism					
Amblers House	688,226	188,776	Ongoing; Phase 1 completion	1	
JCC Marina	323,500	317,263	Ongoing; Phase 1 completion	2	

Proposed Five-Year Capital Improvement Program

General Services

	FY21	FY22	FY23	FY24	FY25	Total
Stormwater Infrastructure	\$ 2,204,000	\$ 2,600,000	\$ 2,634,000	\$ 2,493,000	\$ 2,613,000	\$ 12,544,000
Stormwater Maintenance	300,000	210,000	300,000	226,000	225,000	1,261,000
HVAC/Electrical	163,700	127,800	128,000	126,000	127,500	673,000
Capital Building Maintenance	1,164,000	1,522,300	1,577,500	1,691,300	1,694,000	7,649,100
Building/Energy Improvement	162,500	316,400	232,500	245,500	238,000	1,194,900
Grove Convenience Center	596,600	-	-	-	-	596,600
Jolly Pond Road Dam	145,800	-	-	-	-	145,800
General Services Mgmt Software	110,000	-	-	-	-	110,000
CRP Well Replacement	-	1,180,850	-	-	-	1,180,850
CRP Water Distribution Replace	-	-	592,250	-	-	592,250
Vehicle Steel System Lifts	110,000	-	-	-	-	110,000
Courthouse Chiller Replacement	-	250,000	-	-	-	250,000
New Library	-	-	-	1,000,000	-	1,000,000
Library Playground	-	-	-	-	100,000	100,000
Library HVAC	220,000	-	-	-	-	220,000
Library Carpet	-	-	-	100,000	-	100,000
Library Staff Area	-	-	-	140,000	-	140,000
Library Window Replacement	-	-	-	136,000	-	136,000
Total	\$ 5,176,600	\$ 6,207,350	\$ 5,464,250	\$ 6,157,800	\$ 4,997,500	\$ 28,003,500

Parks and Recreation

	FY21	FY22	FY23	FY24	FY25	Total
Chickahominy Riverfront Park (CRP)	\$ 863,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ -	\$ 3,263,000
Warhill Sports Complex	230,000	-	-	-	-	230,000
Baseball Field Expansion	-	-	-	584,000	4,283,000	4,867,000
MyPlace Playground Replacement	-	-	-	475,000	180,000	655,000
Lower County Park	-	982,000	-	5,364,000	-	6,346,000
Upper County Park	-	-	-	105,000	1,065,000	1,170,000
Jamestown Beach Asphalt Paving	-	175,000	-	-	-	175,000
Jamestown Beach Event Park Improvements	-	-	-	1,349,000	-	1,349,000
Jamestown Beach-Amblers House	-	-	739,000	-	-	739,000
Marina Phase 2	-	-	3,300,000	-	-	3,300,000
Marina-Land Improvements	-	415,000	3,043,000	-	-	3,458,000
Marina-New Building	-	-	-	500,000	3,500,000	4,000,000
JCCRC Lobby Renovations	-	-	-	-	788,000	788,000
JCCRC Office Renovations	-	-	-	-	254,000	254,000
Veterans Park	-	-	-	190,000	1,391,000	1,581,000
Total	\$ 1,093,000	\$ 2,372,000	\$ 7,882,000	\$ 9,367,000	\$ 11,461,000	\$ 32,175,000

Other

	FY21	FY22	FY23	FY24	FY25	Total
Fiber Maintenance	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Real Estate Software Replacement	-	-	350,000	-	-	350,000
HR/Payroll Software Replacement	-	-	340,000	100,000	-	440,000
Total	\$ 450,000	\$ -	\$ 690,000	\$ 100,000	\$ -	\$ 1,240,000

Public Safety

	FY21	FY22	FY23	FY24	FY25	Total
Medic Unit Replacement	\$ -	\$ 350,000	\$ 385,000	\$ 400,000	\$ 425,000	\$ 1,560,000
Water Rescue Boat	-	350,000	-	-	-	350,000
Brush Truck	-	-	220,000	-	-	220,000
Rescue Truck	-	885,000	-	-	-	885,000
Fire Station 6	-	8,230,000	-	-	-	8,230,000
Engine Replacement	-	-	-	-	900,000	900,000
Cardiac Monitor Replacement	700,000	700,000	-	-	-	1,400,000
Portable Radio Replacement	600,000	-	-	-	-	600,000
CAD Replacement	1,500,000	-	-	-	-	1,500,000
RMS Replacement	1,000,000	-	-	-	-	1,000,000
Interview Room System Replacement	-	129,000	-	-	-	129,000
Total	\$ 3,800,000	\$ 10,644,000	\$ 605,000	\$ 400,000	\$ 1,325,000	\$ 16,774,000

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DATE: 5/26/2020
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Deputy Clerk
SUBJECT: Adjourn until 5 p.m. on June 9, 2020 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 3:48 PM