

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 13, 2021
5:00 PM

A. FOR YOUR INFORMATION

1. Fiscal Year 2022-2026 Capital Improvements Program
2. Planning Commission and Board of Zoning Appeals 2020 Annual Report

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Supervisors

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2022-2026 Capital Improvements Program

ATTACHMENTS:

	Description	Type
▣	Staff Memo	Cover Memo
▣	Attachment #1 - FY2022-2026 CIP Summary Spreadsheet	Exhibit
▣	Attachment #2 - Ranking Criteria	Backup Material
▣	Attachment #3 - Unapproved minutes from the February 18, 2021 Policy Committee Meeting	Backup Material
▣	Attachment #4 - Unapproved minutes from the February 23, 2021 Policy Committee Meeting	Backup Material
▣	Attachment #5 - Unapproved minutes from the March 2, 2021 Policy Committee Meeting	Backup Material
▣	Attachment #6 - Unapproved minutes from the March 15, 2021 Planning Commission Meeting	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	3/23/2021 - 5:19 PM
Development Management	Holt, Paul	Approved	3/23/2021 - 5:21 PM
Publication Management	Daniel, Martha	Approved	3/24/2021 - 8:17 AM
Legal Review	Kinsman, Adam	Approved	3/24/2021 - 12:55 PM
Board Secretary	Fellows, Teresa	Approved	3/29/2021 - 3:28 PM
Board Secretary	Rinehimer, Bradley	Approved	3/30/2021 - 4:19 PM
Board Secretary	Fellows, Teresa	Approved	3/31/2021 - 10:12 AM

MEMORANDUM

DATE: April 13, 2021

TO: The Board of Supervisors

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2022-2026 Capital Improvements Program

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments 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 uses 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 are attached for reference (Attachment No. 2).

All CIP project requests for the Fiscal Year (FY) 2022-2026 are summarized in Attachment No. 1. Of the 25 submitted applications (19 County, two library, and four WJCC Schools applications), 16 County and three School projects were included in the previous five-year CIP adopted by the Board of Supervisors; however, estimates and completion timelines may have been amended.

The Committee also requested that the following notes be included in this memorandum:

- There was general agreement from the Committee on the applications ranked one through 10.
- For items ranked 11-15, the Committee found these applications to be important but in some cases, additional clarification and work were needed.
- For the New Joint Library application, the Committee found the following information clarified the language in the application request: Because the Library is a regional entity, any new facility (whether in James City County (JCC) or in the City of Williamsburg (City); whether a third building or a new one to replace the existing one in City) will be a joint Library open to both JCC residents and City residents. Again, the libraries are a joint system regardless of location, so the options are not a matter of whether it would be a new "James City County" Library or a new "joint" Library. In terms of which locality bears the new capital cost, it will depend on whether: (A) the existing Library in the City is re-built, or (B) a new building is constructed in JCC somewhere. If the existing library in the City is re-built (A), the City will bear the capital costs. JCC operating costs will go up some, since the new facility will likely be larger than the current building. If a new building is constructed in JCC somewhere (B), JCC will bear the capital costs. The decision of either (A) or (B) has not been made yet. If Option (B) is ultimately chosen, the City has stated that it will still like to retain *some* library services within the city limits. But the scope of work for what this means has not yet been determined. Thus, under Option (B), there would be **three** Library buildings open to all JCC and all City residents. Thus, the resulting higher yearly operating costs.

- For the New Joint Library application, the Committee recommended obtaining further public input on these options and the projected costs. The Committee also recommended examining the possibility of library branches or collaborating with the WJCC School Division.
- The Committee requested clarification on the justifications for the Jamestown High School and Lafayette High School expansions. Responses from WJCC School staff have been included in the Other Notes column of Attachment No. 1.

Attachment No. 1 also identifies the Committee's ranked priorities from highest to lowest. The full set of CIP project applications and supporting documents can be found in the packet materials [posted online](#) for the February 18, 2021, Policy Committee meeting.

RECOMMENDATION:

At its March 15, 2021 meeting, the Planning Commission unanimously voted to recommend the following CIP projects for FY 2022-2026, ranked below in order of priority:

1. Stormwater neighborhood drainage improvements *
2. Transportation match *
3. Lower County Park *
4. Grove Convenience Center *
5. Open Space Match
6. Firing Range Expansion *
7. Chickahominy Riverfront Park Phase III Improvements *
8. James City County Marina Phase II
9. Covered Parking for Specialty Vehicles and Trailers
10. Chickahominy Riverfront Park new restrooms and concession building *
11. Warhill High School Auxiliary Gym/Emergency Shelter *
12. Jamestown Beach Event Park Improvements
13. General Services Administration Building
14. Baseball Field Refurbishment *
15. New James City County Library Branch
16. Upper County Park Paving and Multi-use Trail
17. Lafayette High School Renovation *
18. Upper County Park Splash Pad
19. Baseball Field Expansion
20. Freedom Park Phase IV - Active Recreation Facilities
21. Veterans Park Phase II Improvements
22. Greensprings Interpretative Trail Restrooms
23. New Playground at James City County Branch
24. Chickahominy Riverfront Park Phase IV Improvements
25. Jamestown High School Cafeteria/School Expansion

* *These projects are requesting funding in FY 2022.*

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.

Fiscal Year 2022-2026 Capital Improvements Program

April 13, 2021

Page 3

Attachments:

1. Policy Committee FY 2022-2026 CIP summary spreadsheet
2. Policy Committee CIP ranking criteria
3. Unapproved Policy Committee minutes from February 18, 2021
4. Unapproved Policy Committee minutes from February 23, 2021
5. Unapproved Policy Committee minutes from March 2, 2021
6. Unapproved Planning Commission minutes from March 15, 2021

FY 2022 - 2026 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	FY 2026 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
D	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.	\$1,504,000.00	\$2,600,000.00	\$2,634,000.00	\$2,493,000.00	\$2,204,000.00	\$11,435,000.00	2	3	Y	74.9	1	
A	Community Dev.	Transportation Match	Matches for various transportation projects (e.g. Longhill Rd., Croaker Rd., Pocahontas Tr., Norge, Toano, and Clara Byrd Baker E.S.)	\$1,400,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$13,400,000.00	1	2	Y	73	2	
J	Parks & Rec.	Lower County Park	Acquire property, design and construct a park that includes trails, picnic shelter, swimming pool with features, restrooms and all related infrastructure.	\$300,000.00	\$758,000.00	\$0.00	\$5,552,000.00	\$0.00	\$6,610,000.00	1	12	Y	62	3	
C	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.	\$595,228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595,228.00	1	3		59.5	4	
B	Community Dev.	Open Space Match	Matches for open space acquisitions. This would permit the County to access federal, state, and private funding that require local matches; pay for appraisals, surveys, and other related acquisition costs that are often not covered by grants, but may count as local contributions; build funds for acquisition efforts over time; and close gaps as needed.	\$0.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$5,000,000.00	2	2	Y	57.6	5	
F	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.	\$407,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$407,000.00	1	2		52.9	6	
K	Parks & Rec.	Chickahominy Riverfront Park Phase III Improvements	Improvements to the park per the Shaping Our Shores Master Plan, to include design/construction of ADA-accessible paddlecraft area, additional parking/road improvements, relocation of dry storage area, public access trail on shoreline, and boat ramp repairs.	\$338,000.00	\$0.00	\$2,562,000.00	\$0.00	\$0.00	\$2,900,000.00	2	12		52.4	7	
M	Parks & Rec.	James City County Marina Phase II	Relocate existing boat ramp, provide additional parking for marina and ramp visitors, replace both covered boat houses, and add third section of open slips, add a transient docking/floating walkway, add 16 additional uncovered slips, add ADA accessible bathhouse adjacent to parking and boat slips.	\$0.00	\$0.00	\$5,813,000.00	\$0.00	\$0.00	\$5,813,000.00	4	12		50.6	8	
G	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	\$231,000.00	\$0.00	\$0.00	\$0.00	\$231,000.00	2	2		50	9	
L	Parks & Rec.	Chickahominy Riverfront Park New Restroom and Concession Building	New restroom building with additional facilities and changing room. New larger concession area to meet Health Department and Building Safety and Permit requirements.	\$971,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$971,000.00	3	12		48.5	10	
V	WJCC Schools *	Warhill HS Auxiliary Gym/Emergency Shelter	Add auxiliary gym to Warhill HS that can also be used as an emergency shelter.	\$3,485,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,485,500.00	1	4		47.3	11	
O	Parks & Rec.	Jamestown Beach Event Park Improvements	Install additional restroom facility to support beach, realignment and paving of park roads, install permanent parking in existing grass parking area for 200 spaces, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations park maintenance building	\$0.00	\$0.00	\$1,185,000.00	\$0.00	\$9,307,000.00	\$10,492,000.00	6	12		46.3	12	
E	General Services	General Services Administration Building	Construction of a new General Services facility.	\$0.00	\$2,024,000.00	\$18,979,530.00	\$0.00	\$0.00	\$21,003,530.00	3	3		40.9	13	
Y	WJCC Schools *	Baseball Field Refurbishment	This project would replace the backstop, regrade and reseed the field	\$184,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184,500.00	4	4		40.8	14	
H	Williamsburg Regional Library	New James City County Library Branch	Construct a new joint library facility.	\$0.00	\$0.00	\$1,125,000.00	\$8,187,500.00	\$11,187,500.00	\$20,500,000.00	1	2		37.3	15	
N	Parks & Rec.	Upper County Park Paving and Multi-use Trail	Construct .5 mile paved ADA accessible multi-use trail loop, pave existing parking area.	\$0.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	5	12		37.3	16	

FY 2022 - 2026 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	FY 2026 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
X	WJCC Schools *	Lafayette High School Renovation	Add instructional spaces	\$254,400.00	\$2,946,000.00	\$0.00	\$0.00	\$0.00	\$3,200,400.00	3	4		37.3	17	Question: Given enrollment projections, what would cause 8 additional classrooms to be needed? WJCC staff indicated that the request is centered around educational decisions to move programs between schools that could create a need for additional space. WJCC staff also noted Jamestown High School being over capacity and the possibility of future decisions to move students.
Q	Parks & Rec.	Upper County Park Splash Pad	Replace the existing baby pool with an ADA accessible splash pad with water features for a wide variety of ages and ability	\$0.00	\$0.00	\$75,000.00	\$575,000.00	\$0.00	\$650,000.00	8	12		36.9	18	
R	Parks & Rec.	Baseball Field Expansion	In addition to constructing two lighted turf baseball fields, this project would also create additional parking (approximately 200 spaces), restrooms and field fencing	\$0.00	\$0.00	\$584,000.00	\$4,283,000.00	\$0.00	\$4,867,000.00	9	12		36.9	19	
S	Parks & Rec.	Freedom Park Phase IV - Active Recreation Facilities	To provide active accessible recreation amenities to residents in neighborhoods along Centerville and Longhill Roads, currently the only public outdoor pools are located at the far end of the County	\$0.00	\$0.00	\$0.00	\$730,000.00	\$5,500,000.00	\$6,230,000.00	10	12		36.4	20	
P	Parks & Rec.	Veterans Park Phase II Improvements	Complete phase 2 improvements at Veterans Park (splash pad, pump room, eastern parking lot addition, bus parking addition, sidewalk connections and outdoor workout equipment	\$0.00	\$0.00	\$200,000.00	\$1,490,000.00	\$0.00	\$1,690,000.00	7	12		35.8	21	
U	Parks & Rec.	Greensprings Interpretive Trail Restrooms	Request to construct a permanent ADA accessible restroom facility at the trail head	\$0.00	\$0.00	\$0.00	\$0.00	\$290,000.00	\$290,000.00	12	12		32.3	22	
I	Williamsburg Regional Library	New Playground at James City County Branch	Construct a new playground that will be funded through a partnership with the Friends of the Williamsburg Regional Library.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	2	Y	31.9	23	
T	Parks & Rec.	Chickahominy Riverfront Park Phase IV Improvements	Build out park features as shown on the 2020 Shaping Our Shores Master Plan including upgraded guest services building, new and increased number of bathhouses, increase and improve campsites, construct roadway from entrance back to paddlecraft launch area, construct new picnic shelter and pier	\$0.00	\$0.00	\$0.00	\$1,046,000.00	\$8,000,000.00	\$9,046,000.00	11	12		31.9	24	
W	WJCC Schools *	Jamestown Cafeteria/School Expansion	This project increases the core/cafeteria space at JHS to alleviate overcrowding	\$0.00	\$221,400.00	\$2,277,700.00	\$2,277,700.00	\$0.00	\$4,776,800.00	2	4		31.9	25	Question: Given enrollment projections, what would cause five lunch sessions to be needed? WJCC staff indicated that five lunch periods were given as an example. Educators make decisions to add lunches based on a variety of factors. Considerations such as class scheduling, security, CNS staff capabilities, etc. all factor into determining the number of lunches.
TOTAL:				\$9,439,628	\$13,210,400	\$39,685,230	\$30,884,200	\$40,738,500	\$133,957,958						

* Please note that James City County's portion is 90.4% of the total amount requested

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 18, 2021
4:00 PM

A. CALL TO ORDER

1. This meeting will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/91724199659> or call 301-715-8592 and enter the meeting ID 917 2419 9659. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamestownva.gov, or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

Mr. Frank Polster called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

1. Virtual Meeting Resolution

Mr. Frank Polster presented the resolution.

Mr. Rich Krapf made a motion to Adopt the electronic meeting resolution.

The motion passed 3-0.

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Absent:

Rob Rose

Staff:

Paul Holt, Director, Community Development

Tammy Rosario, Assistant Director, Community Development

Alex Baruch, Acting Principal Planner

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

Thomas Wysong, Senior Planner

John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

Betsy Fowler, Director, Williamsburg Regional Library

Marcellus Snipes, Senior Director, Operations Williamsburg-James City County (WJCC) Schools

Daniel Keever, Chief Operating Officer WJCC Schools

Mr. Polster stated the commission needed to add in a discussion of their upcoming meeting dates due to scheduling conflicts.

Mr. Krapf made a motion to Add discussion of the Policy Committee calendar to the agenda.

The motion passed 3-0.

Mr. Krapf made a motion to Amend the calendar by scheduling a Special Meeting on February 23, 2021 at 5:30 p.m., cancelling the regular meeting on February 25, 2021 at 4:00 p.m., and scheduling a regular meeting on March 2, 2021 at 5:30 p.m.

The motion passed 3-0.

C. MINUTES

1. Minutes of the January 14, 2021 Meeting

Mr. Rich Krapf made a motion to Approve the January 14, 2021, meeting minutes.

The motion passed 3-0.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

1. Fiscal Year 2022-2026 Capital Improvements Program Review

Ms. Terry Costello stated that it was the first meeting for the Policy Committee's review of the Fiscal Year (FY) 2022-2026 Capital Improvements Program (CIP) requests. She stated that the Policy Committee would rank each request in accordance with the Comprehensive Plan and provide a list of its priorities to the Board of Supervisors (BOS). She stated that 25 requests were received from County departments and agencies and four requests were received from the WJCC Schools. She stated that the Policy Committee could ask questions and identify questions for departments regarding their CIP requests. She stated that staff from the library and schools were present to answer questions as well as FMS to answer questions about the overall budget process. She stated that staff from the Police, General Services, and Community Development departments would be present at the February 23, 2021 Special Meeting to answer questions. She stated that staff would compile the finalized ranking to present at the March 15, 2021, meeting of the Planning Commission.

Ms. Betsy Fowler thanked everyone. She stated that the project had two possibilities. She stated that the system needs a new library and the goal is a new 21st century library similar to ones built in nearby localities. She stated that newer libraries have makerspaces in addition to rows and shelving, including meeting, study, and production rooms. She stated the newer James City County library has a large open floor plan giving them the flexibility to add some of those makerspaces in, but that the library in the City of Williamsburg does not. She stated a consultant study that was done in 2007 recommended a new library, but this project was abandoned due to the recession. She stated the current library is not meeting state benchmarks. She stated that options were to improve or relocate the current facility or to build a new library somewhere in James City County.

Ms. Fowler stated that the contribution of the different jurisdictions is based on their number of

checkouts. She stated that James City County (JCC) pays the bulk due to 74.2% of materials being checked out to JCC residents and even more so this year due to the pandemic. She stated that York County has its own library, but pays for the amount of its citizens that prefer to use the Williamsburg library for convenience. She stated that the Williamsburg library has no breakout spaces, but is able to utilize some of the space in the Stryker center next door for offices.

Ms. Fowler stated that there are two library locations and that the Williamsburg library, on Scotland Street, circulates twice the amount of material as the JCC library. She stated this is due to the fact that there is a greater concentration of population around the Williamsburg library in its five-mile service area. Ms. Fowler presented a timeline of the library's history. She stated that in 2017, the library board recommended a new library be built along with an architectural study of the Williamsburg library. She stated that they found quite a few issues with the Williamsburg library including Americans with Disabilities compliance, issues with basement level being confusing for visitors, security concerns due to hidden areas, and problems with the current community theatre. She stated that this library is increasingly problematic due to its age. She stated that there was a realization either the old building would need to be renovated or a new library could be built.

Ms. Fowler stated that four sites, recommended by the County and an architect, were explored as possibilities. She stated that they also released a survey and received 3,000 responses on the first day. She stated most of the comments received were in support of wanting the library to stay at the same location in the City of Williamsburg. She stated that the library is a major economic driver for downtown with people combining shopping and eating along with going to the library. She stated that an additional library would require an ongoing investment of operational funds for staffing, computers, maintenance contracts, etc.

Ms. Fowler stated that no possible location for a library would encompass all of the County. She stated that the library was putting substantial resources towards serving low-income communities, other populations outside of the normal library visitors, and community outreach. She stated that the library has a new bookmobile that goes out into the community. She stated that they utilize the Abram Frink Jr. Community Center to host events and different programming. She stated that the library has been visiting the jail, detention center, and homes. She stated that the library has also extended the Wi-Fi hotspots on outreach vehicles, offers wireless printing on the vehicles, and is hoping to be able to checkout laptops soon. She stated that they would also love to have a permanent outlet in Grove and maybe the Chickahominy area. She stated that the bus routes go to both libraries, but the schedules are a little convoluted.

Mr. Polster asked if anyone had additional questions.

Mr. Krapf asked about the operational cost for a third library and if there is an agreement between the jurisdictions.

Ms. Fowler stated that there is a regional agreement that each jurisdiction has signed. She stated that if a third library is built they would need to revisit the contract to determine how they would split costs. She stated that York County likely would not contribute to the cost of a new library and that operating costs are currently shared based on checkouts.

Mr. Tim O'Connor asked about the change in use in the libraries from circulation checkout to technology driven and if Ms. Fowler sees the cost sharing agreement changing between the localities because of that. Mr. O'Connor asked what locations were identified.

Ms. Fowler stated that she does not know what the locations would be now, only what they were in 2017. She stated that everyone was surprised by the public's attachment to the current

site. She stated that other library systems are also based on checkouts, but it is not a perfect system. She stated that digital checkouts were included in their formulas.

Mr. O'Connor asked if there was a benefit, in Ms. Fowler's opinion, in renovating the existing library.

Ms. Fowler stated that the programming drives the collection. She stated one of the things the city has done is consider moving the Police Department to accommodate a larger space for the library as well as considering merging with the Stryker Center. She stated she thought that ensuring there is enough parking for JCC residents would be an important factor to the County.

Mr. Polster asked if Ms. Fowler could send an email listing some of the additional outreach activities the library was adding for Mr. Rob Rose.

Ms. Fowler stated that she would send them to Ms. Costello.

Mr. Polster asked which costs go with which project.

Ms. Fowler stated that the costs would only go towards the project which was selected. She stated that operating costs would go towards a third library.

Mr. Polster asked about staffing costs and how they would increase with a third library.

Ms. Fowler stated that costs would not be increased, but actually eliminated from satellite locations throughout the County.

Mr. Polster asked what the costs of a third library would be.

Ms. Fowler stated that she did not have an answer for that since the sites she mentioned previously are no longer possibilities.

Mr. Polster asked if Ms. Fowler could share anything regarding informal discussions between the City of Williamsburg and the County regarding a new facility and sharing costs.

Ms. Fowlers stated that there was nothing official but both seem to have a good willingness to share the operating costs.

Mr. O'Connor asked which option would best serve the County, in Ms. Fowler's opinion.

Ms. Fowler stated that the current site has some issues and parking tends to be an issue, which would be an important part of negotiating the land usage in this area.

There were no additional questions for Ms. Fowler.

Ms. Costello introduced Mr. Marcellus Snipes and Mr. Daniel Keever with the WJCC Schools.

Mr. Snipes introduced Mr. Keever and stated they would run through the list of questions from the Policy Committee beginning with the Warhill High School auxiliary gym.

Mr. Snipes stated that no design cost is shown this year since the cost was included in last year's submission.

Mr. Polster asked Mr. Snipes to clarify the design costs for those not present at last year's

meeting.

Mr. Snipes stated the design cost was roughly \$854,000 in design and included additional expansions that will not occur until after 2026.

Mr. Polster asked if the design costs were still applicable with the addition of the emergency shelter to the plan.

Mr. Snipes stated that no additional cost would be needed to amend the design to include the addition of the emergency shelter requirements. He stated the auxiliary gym will be used as a gym, but segments of the design will allow for it to be utilized as an emergency shelter.

Mr. O'Connor stated that it was part of the discussion last year that the auxiliary gym may be used as an emergency shelter.

Mr. Snipes stated that the auxiliary gym will be located and connected to the rear of the current gym. The auxiliary gym will have restrooms with a separate entrance, a separate generator in a separate room, be rated to withstand the high-speed winds, wind gusts, wind pressure, and windborne debris. Mr. Snipes stated that these are the key differences.

Mr. Polster asked what the current emergency shelters are.

Mr. Snipes stated that currently Warhill, Hornsby, and James River are designated Red Cross community shelters. He stated that since emergency shelters are run by the County he would defer to JCC officials for the current emergency shelters.

Mr. Polster asked if there is no other emergency shelter in that area since the narrative specifies the need for one.

Mr. Snipes stated that the narrative was provided by Ms. Sara Ruch, Deputy Coordinator Emergency Management Division, since there is a need for an emergency shelter in that area of the County.

Mr. Keever stated that the request to add in the emergency shelter came from the County to meet the current needs. Mr. Keever stated that Warhill was designated through discussions with Emergency Management.

Mr. Polster requested either Ms. Costello or WJCC Schools confirm this.

Mr. Keever stated the schools were glad to include the shelter into their plans, but the requirement portion may be best answered by the County.

Mr. Polster asked for more information from Ms. Costello.

Ms. Costello stated that she would look into it.

Mr. Snipes stated that there is no cost included in the annual operating expenses (non-personnel) for instructional space because physical education classes would be held in the auxiliary gym space and therefore no desk or educational equipment is required for those purposes.

Mr. Polster asked what the instructional requirement is for the gymnasium and if they do not currently have enough space.

Mr. Snipes stated that the requirement is generated because the community has felt the lack of

equity between Jamestown and Lafayette High Schools. He stated that currently courses are being held in the large common space where there is room for the students to spread out.

Mr. Polster asked if there would be other activities in the auxiliary gym.

Mr. Keever stated the auxiliary gym would be multipurpose use with additional physical education courses and possibly practices after-school.

Mr. Polster asked what the requirements for students would be.

Mr. Keever stated that it would be for all students at Warhill to use either during the day or in programs after school.

Mr. Polster asked what needs for programs the auxiliary gym will meet that are not currently being met.

Mr. Snipes stated that the auxiliary gym would ease scheduling issues by allowing more than one athletic team to hold practice at the same time and for additional Physical Education classes throughout the day.

Mr. Snipes stated that they would now answer questions on the Jamestown High School cafeteria expansion project.

Mr. O'Connor asked if an additional renovation or expansion to the cafeteria will be needed in the future.

Mr. Snipes stated that the WJCC 10-year CIP identifies a future need for classrooms in 2028 to satisfy the additional needs of Jamestown High School.

Mr. Snipes stated that all of the students eat in the cafeteria so in the 2019-20 school year approximately 1,289 students ate in the cafeteria on a weekly average. He also stated that the current seating capacity is 530. Mr. Snipes stated that all students do not have lunch at the same time and that there are three to four lunch periods per day, with approximately 330 to 489 students per period, depending on enrollment for the year. The recommended amount of time for lunch is 30 minutes in order to give students enough time to get and eat lunch as well as clean up. Mr. Snipes stated the current dining area is adjacent to the auditorium and the addition would be next to the current space.

Mr. Polster asked if this was a scheduling issue and when they begin and end lunch times.

Mr. Snipes stated that when to serve lunch for students is decided based on a number of factors and therefore may not meet one time feeding expectations.

Mr. Keever stated that there are a number of challenges to one time feedings and having all students in a common place at one time. He stated that it becomes a scheduling scenario relative to when classes are offered and when the breaks between classes take place. He asked to clarify if Mr. Polster was asking if the cafeteria would be able to accommodate one time feeding.

Mr. Polster asked how many feedings would take place if the addition were in place.

Mr. Snipes stated that the expansion is designed to address the facility being over capacity. He stated that core spaces are routinely evaluated as part of ongoing scheduling, maintenance, and renovation plans. He stated that in order to facilitate lunch for students in an expanded Jamestown High School without the addition to the cafeteria space, a fifth lunch may need to

be added.

Mr. Polster asked what drove the fifth feeding.

Mr. Snipes stated that it is based on enrollment increasing and the fifth lunch would happen if they cannot expand the cafeteria.

Mr. Polster asked how they got the amount of five feedings.

Mr. Snipes stated that he believes the educators included that number based on other factors, including scheduling, in addition to the population of students. Mr. Snipes stated that the request is also based on equity with the other schools and in order to give the students enough room to spread out.

Mr. Keever stated that Mr. Snipes is correct and that while primarily the space is for lunches during the day, that it also gives students more opportunity to spread out and provides additional space.

Mr. Polster asked if the cafeteria would then be utilized as classrooms.

Mr. Keever stated that the current cafeteria is not meeting their current needs and expanding the cafeteria allows them to better provide meal service, but also pre- and post-lunch allows them to utilize that space for instructional purposes.

Mr. Polster asked if that implies that the current instructional facilities are inadequate.

Mr. Keever stated that currently based on the building design at Jamestown High School there is not an opportunity to fully utilize the cafeteria space during lunch. He stated that the expansion would subsequently allow them to also utilize the space for instructional purposes.

Mr. Snipes stated that they would now answer questions on the Lafayette High School renovation. He stated that there are no additional facility additions in their 10-year CIP at the present time other than the renovation. He stated that it is specifically for the 900 building. He stated the 900 building is a separate building that was used as an auto body shop, nursing, and a kiln. Mr. Snipes stated that additional classrooms are needed to support growth and instructional needs at Lafayette High School. He stated the building has two classrooms for the division Learning Lab and the remainder of the building is a large storage area, fitness lab, wrestling room, and child development center only for small children. He stated the school needs classroom space, and the wrestling and fitness room. He stated that 25% of the building is currently being used by Child Development Resources (CDR); however, it will once again become instructional space when the CDR lease expires. Mr. Snipes stated that this space would allow for 200 more students based on enrollment projections.

Mr. Polster asked about the fitness lab and wrestling center.

Mr. Snipes explained the wrestling team would use the auxiliary gym, but that the fitness lab would likely remain in the 900 building.

Mr. Polster asked what the nine new classrooms would be used for.

Mr. Keever stated the instructional spaces would be multipurpose so they could be for any subject. He stated the classrooms would provide flexibility not currently had.

Mr. Polster asked why the school needs more room for more students.

Mr. Snipes responded that the enrollment numbers could change based on redistricting or other possibilities in the future.

Mr. Polster asked if the need for a new cafeteria and additional classrooms is due to equity if redistricting is also a possibility.

Mr. Snipes stated that he does not believe the superintendent believes the schools are currently equipped for that possibility right now.

Mr. Polster asked how Jamestown High School is over capacity with the addition of trailers.

Mr. Snipes stated that trailers are not included when calculating a school's capacity.

Mr. Snipes stated the current safety issue is that students have to exit the facility to attend any courses in the 900 building area. He stated the plan would be to connect the 900 building with the main building through an enclosure as part of the renovation.

Mr. Snipes stated that they would now answer questions on the Berkeley Middle School baseball field refurbishment. He stated that WJCC grounds maintenance is a shared service managed and conducted by the JCC grounds teams.

Mr. Polster asked why nothing has been done to repair or maintain the field.

Mr. Snipes stated that parts of the field are beyond repair. He stated that the need for a major renovation of the baseball field is based on the degradation of the fencing and fields over time. He stated this need is based on the Facility Condition Index done by an outside organization.

Mr. O'Connor stated that there are additional users of the baseball fields and that the middle school level starts to host competition.

Mr. Snipes stated that 42 full-time employees are needed so with the current staffing level of 19 full-time employees equates to a deficit of a 23 full-time employees.

Mr. Polster stated that he would be in support of ensuring they have the staff to maintain the field.

There were no additional questions for Mr. Snipes and Mr. Keever.

Ms. Costello stated there were no more presentations.

Mr. O'Connor asked for Mr. Polster's and Mr. Krapf's thoughts on the library application.

Mr. Krapf stated that it would have been helpful to have a breakdown of the cost for the different options. He stated there was a lot of crossover in the discussion and that he would need to go back over the packet before coming to any firm conclusions.

Mr. Polster stated that he did not think they could rank a multimillion dollar project without a recommendation from the Library Board.

Mr. O'Connor asked Ms. Costello if the BOS or County Administrator would be able to provide some additional insight. He stated that it was a large investment to make at a sight with so many issues and that he would like to know how much the County would be responsible for in a shared facility. He stated that if the library is an economic driver for the City of Williamsburg then it may be something that JCC should invest in utilizing as an economic driver for businesses in JCC. Mr. O'Connor stated that he would score the two possibilities for the

project very differently as well.

Mr. Polster asked if there were any additional questions.

There were none.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn.

The motion passed 3-0.

Mr. Polster adjourned the meeting at approximately 5:30 p.m.

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 23, 2021
5:30 PM

A. CALL TO ORDER

1. This SPECIAL MEETING of the POLICY COMMITTEE will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/93463056066> or call 301-715-8592 and enter the meeting ID 934 6305 6066. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

Mr. Frank Polster called the meeting to order at approximately 5:30 p.m.

B. ROLL CALL

1. Virtual Meeting Resolution

Mr. Polster presented the resolution.

Mr. Rich Krapf made a motion to Adopt the electronic meeting resolution.

The motion passed 4-0.

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Rob Rose

Staff:

Paul Holt, Director, Community Development

Tammy Rosario, Assistant Director, Community Development

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

Grace Boone, Director, General and Capital Services

Joanna Ripley, Assistant Director, General Services Department

Steve Rubino, Interim Police Chief

Jeff Hicklin, Police Lieutenant

Shawn Gordon, Chief Civil Engineer

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY2022 - FY2026 Capital Improvements Program Review

The Policy Committee members discussed the Berkeley Middle School baseball field restoration

Ms. Terry Costello stated that representatives from the Police Department, General Services, and Community Development were present to answer questions about their Capital Improvements Program (CIP) requests. She stated that representatives from Financial and Management Services (FMS) were also present to answer general budget questions.

Mr. Steve Rubino stated that they would begin discussing the Firing Range Expansion request. He stated that there is no formal parking area and described the location for the clearing areas as well as the distances of different sites at the range.

Mr. Tim O'Connor stated that the location of the firing range is a downward slope and that anything they can do to help ensure the general public does not accidentally make it down to the range will be a good thing.

Mr. Rubino stated that they would begin discussing the Covered Parking for Specialty Vehicles and Trailers request. He stated that the reason solar panels on the roof of the structure were not included was due to the County's ongoing evaluation.

Ms. Grace Boone stated that the County is considering solar and that they are currently in the information gathering stage. She stated that they are looking at multiple renewable energy possibilities.

Mr. Polster stated that he would like the price of the solar included in the request's budget.

Ms. Cheryl Cochet stated that they will be reviewing the renewable energy costs.

Mr. Tim O'Connor asked what types of equipment would be stored under the covered parking.

Mr. Rubino stated that the covered parking would not be for personal vehicles or squad cars. He stated that the department has trailers filled with different kinds of equipment, SWAT vehicles, radar equipment, and visual signs. He stated that leaving this equipment out in the weather reduces its life and creates issues that General Services has to attempt to fix.

There were no further questions for the Police Department.

Mr. Shawn Gordon stated that they would begin discussing the new General Services Administration Building request.

Mr. Polster asked about the design year for the solar panels.

Mr. Gordon stated that the year would be FY2022.

Mr. Gordon stated that the County is currently in the second stage of the space needs assessment and working on the master plan. He stated that they are currently looking at the different options to accommodate identified needs.

Mr. O'Connor stated that he was concerned they were going to build a facility that would be inadequate in a few years and wants to ensure they are funding with future capacities in mind.

Mr. Gordon stated that General Services is unique in that they have many divisions that do not require an office space. He stated that for this reason it does not make sense to collocate all of their divisions in one facility.

Ms. Boone stated that the facilities master plan is targeted to be completed by July so they will have the opportunity to evaluate their needs before going into the design stage.

Mr. Paul Holt stated that the consultant the County brought on understood the needs for not only office space but also atypical operational needs. Mr. Holt stated that the same population control totals used in the Comprehensive Plan were also used in the space needs assessment. Mr. Holt stated the consultants did a good job in managing the expectation of maintaining consistent levels of service. He stated that the County has done a good job of having a methodology for what future needs will be.

There were no further questions for General Services.

Mr. Holt presented the Transportation Match. He stated that the Transportation Match is not to fund one improvement over another and instead provides the local funding to match state and federal funding sources.

Mr. Rose asked about bike and pedestrian mobility.

Mr. Holt explained that the County includes and prioritizes bike and pedestrian mobility.

Ms. Tammy Rosario presented the Open Space Match request.

The Committee discussed the Open Space Match request including additional need for developing priorities.

There were no further questions for Community Development.

Ms. Costello asked the Committee to determine if its rankings had changed at all.

The Committee discussed the ranking process and concluded it would review its rankings.

Mr. O'Connor asked if it would be possible to separate the library's request into two for the ranking.

Ms. Costello stated she had reached out to County Administration and found out the two options are still under consideration which required more negotiation and evaluation. She stated the guidance for the Committee is to encourage evaluation of the library's request as a general expansion of facilities and focus on the overall benefit and need for their expanded services.

Mr. Polster asked if they could split the library application.

Mr. Holt stated he would recommend the Committee rank the application as currently presented and consider sending a narrative along with the rankings to the Board of Supervisors.

Mr. Polster stated that it bothers him they are asking the Committee to choose an option.

Mr. Holt stated he would see if he could get any additional information.

The Committee discussed the library request's different economic benefits to the City of Williamsburg and James City County.

Mr. Holt recommended focusing their evaluation of the ranking on the important services provided by the library for the community.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 6:45 p.m.

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 2, 2021
5:30 PM

A. CALL TO ORDER

1. This meeting will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/91445122320> or call 301-715-8592 and enter the meeting ID 914 4512 2320. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

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B. ROLL CALL

1. Virtual Meeting Resolution

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Mr. Rich Krapf made a motion to Adopt the electronic meeting resolution.

The motion passed 4-0.

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Rob Rose

Staff:

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2022 - FY 2026 Capital Improvements Program Review

Mr. Polster asked if Ms. Terry Costello had received any additional guidance on the library

request or from the schools.

Ms. Costello stated she had received some information on projections from the schools that she shared with the Committee.

Ms. Costello 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. Costello asked if there were any questions.

There were no questions for Ms. Costello.

The Committee discussed and agreed to finalize the ranking of the top 10 items. The Committee asked Ms. Costello to put together the memorandum.

Ms. Costello agreed.

The Committee discussed the ranking of the library and agreed they would have preferred to have been given a more solidified option as the request.

Mr. Polster stated support of recommending the library solidify the patron's location preference.

The Committee discussed the Warhill Auxiliary Gym request and how it will serve the community. The Committee agreed to leave it ranked eleventh.

The Committee discussed the General Services Administration Building and Covered Parking for Specialty Vehicles and Trailers requests, including the possibility for the addition of solar panels and energy efficiencies in the future.

Mr. O'Connor asked if the certification was necessary and if there is a benefit to spending the extra money in the certification process.

Mr. Polster stated that in his perspective it aligns with the Comprehensive Plan.

Mr. Polster suggested swapping the Baseball Field Refurbishment and the New James City County Library Branch in the rankings.

The Committee discussed the two requests and ultimately decided to not change the rankings.

The Committee discussed the memorandum and the needs of the Williamsburg-James City County Schools.

The Committee discussed possible changes to the ranking system in future years to make it easier for Committee members.

The Committee discussed their hopes and areas of concern regarding the Open Space Match application.

The Committee discussed reviewing the items they wished to note in the draft memorandum prepared by Ms. Costello.

There was no further discussion.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 6:30 p.m.

**Unapproved Minutes of the March 15, 2021
Planning Commission Special Meeting**

FY2022-FY2026 Capital Improvements Program Review

Ms. Terry Costello, Deputy Zoning Administrator, stated that after a series of meetings to discuss and evaluate this year's Capital Improvements Program (CIP) requests, the Policy Committee is forwarding its recommendations for the FY2022 thru FY2026 CIP to the Planning Commission for consideration. Ms. Costello stated that a total of 25 projects were submitted: 19 from County departments, two from Williamsburg Regional Library (WRL), and four from Williamsburg James City County Schools (WJCC Schools). Ms. Costello stated that Of the 25 projects submitted, 16 County projects and three schools projects were included in the previous 5 year CIP budget.

Ms. Costello stated that the Committee used a standardized set of ranking criteria to prioritize each application. Ms. Costello stated that individual Committee member scores were then averaged to generate the final project score and ranking.

Ms. Costello stated that at its March 2, 2021 meeting, the Committee voted unanimously to forward the following priorities to serve as a recommendation to the Planning Commission and Board of Supervisors:

1. Stormwater neighborhood drainage improvements *
2. Transportation match *
3. Lower County Park *
4. Grove Convenience Center *
5. Open Space Match
6. Firing Range Expansion *
7. Chickahominy Riverfront Park Phase III Improvements *
8. James City County Marina Phase II
9. Covered Parking for Specialty Vehicles and Trailers
10. Chickahominy Riverfront Park new restrooms and concession building *
11. Warhill High School Auxiliary Gym/Emergency Shelter *
12. Jamestown Beach Event Park Improvements
13. General Services Administration Building
14. Baseball Field Refurbishment *
15. New James City County Library Branch
16. Upper County Park Paving and Multi-use Trail
17. Lafayette High School Renovation *
18. Upper County Park Splash Pad
19. Baseball Field Expansion
20. Freedom Park Phase IV - Active Recreation Facilities
21. Veterans Park Phase II Improvements
22. Greensprings Interpretative Trail Restrooms
23. New Playground at James City County Branch
24. Chickahominy Riverfront Park Phase IV Improvements
25. Jamestown High School Cafeteria/School Expansion

* *These projects are requesting funding in FY 2022.*

Ms. Costello stated that staff recommends that the Planning Commission recommend approval of these priorities to the Board of Supervisors for consideration during the budget process.

Mr. Haldeman noted that he concurs with the project rankings; however, he is concerned that it is not clear with the Williamsburg Regional Library (WRL) project which option is preferred.

Mr. Haldeman inquired about how the costs would be shared between the City of Williamsburg and the County and whether that would depend on the location of the facility.

Ms. Costello stated that there did not seem to be a concrete answer based on the various discussions.

Mr. Krapf opened the Public Hearing.

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

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

Mr. Polster stated that the Policy Committee wanted to recommend to the Planning Commission that the clarifications in the staff report be forwarded to the Board of Supervisors to assist in understanding the implications of the various scenarios. Mr. Polster noted that it would be helpful if WRL polled its patrons on the options with no weight assigned to costs. Mr. Polster further stated that another option that should be considered are branch libraries in conjunction with the Williamsburg James City County Schools.

Mr. Polster made a motion to recommend approval of the projects as ranked by the Policy Committee with the stipulation that the descriptive language in the cover memo be included with the WRL application.

On a roll call vote, the Commission voted to recommend approval of the list of CIP projects as ranked by the Policy Committee with the language in the staff memo to be included with the WRL application. (7-0)

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Supervisors

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

SUBJECT: Planning Commission and Board of Zoning Appeals 2020 Annual Report

Please find attached the 2020 Annual Report for both the Planning Commission (PC) and the Board of Zoning Appeals (BZA).

ATTACHMENTS:

Description	Type
 2020 PC & BZA Annual Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	3/24/2021 - 10:46 AM
Publication Management	Daniel, Martha	Approved	3/24/2021 - 12:34 PM
Legal Review	Kinsman, Adam	Approved	3/24/2021 - 12:55 PM
Board Secretary	Fellows, Teresa	Approved	3/29/2021 - 3:28 PM
Board Secretary	Rinehimer, Bradley	Approved	3/30/2021 - 4:20 PM
Board Secretary	Fellows, Teresa	Approved	3/31/2021 - 11:00 AM

PLANNING COMMISSION AND BOARD OF ZONING APPEALS 2020 ANNUAL REPORT



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

PLANNING DIVISION
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ZONING DIVISION
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2020 PLANNING COMMISSION ANNUAL REPORT

On behalf of the James City County Planning Commission, I am pleased to present our 2020 Annual Report.

I think we can all agree that 2020 was a year unlike any we had previously experienced; yet the business of James City County continued. This was not an easy task. COVID-19 shut down most public meeting venues, so Planning staff and Commissioners had to work very hard and creatively to ensure timely information was provided to citizens through a variety of media and formats. I am very appreciative of their efforts.

Number of Cases Reviewed by the Planning Commission	2017	2018	2019	2020
Agricultural and Forestal District	1	13	7	2
Height Waiver	4	1	2	0
Master Plan	2	0	3	0
Rezoning	3	2	10	3
Special Use Permit	13	11	16	12

The continued five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading major initiative of 2020. Development of the Plan has continued in coordination with on-going public engagement efforts, and under the continued guidance of the PCWG, the CPT, and the Board of Supervisors through numerous meetings and work sessions.

In early 2020, efforts focused on the scenario modeling process. This complex effort started with developing the draft Scenario Narratives for two potential patterns of future growth, Existing Trend Scenario (Scenario A - Trend) and the Public Input Scenario (Scenario B - Alternative), then constructing these Scenarios within computer models. All of this information was then used to build a questionnaire for Round 2 of public engagement, the Exploring our Future Alternatives Assembly event and online questionnaires, which occurred in August and September. The other questionnaire that was part of the Exploring our Future Alternatives Assembly event sought public feedback on the Goal statements found in the 2035 Comprehensive Plan to determine current levels of support for the existing language and any possible areas for refinement. Information from the scenario modeling effort and public engagement efforts to date were used to draft a Preferred Scenario Framework, which included a description of the Scenario B potential implications for policy development; key ideas in the preferred scenario map; and additional planning concepts. Information from the Goals questionnaire, and the other public input, was used to prepare a Plan Framework.

In the final months of 2020, the CPT met to discuss and work toward finalizing the Round 3-Deciding and Affirming engagement approach and questionnaires on character design guidelines, the future land use map, and policies and actions regarding the public input priorities of nature, economic development, quality of life, and affordable/workforce housing. The information from this final Round 3 engagement effort will inform the upcoming work of the PCWG as it further considers revisions to the chapters and GSAs in 2021.

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.

Rich Krapf, 2020 Planning Commission Chair

James City County Planning Commission

TABLE OF CONTENTS

List of Commission Members and Staff.....	2	Ordinance Amendments.....	14
Introduction.....	3	Major Initiatives.....	15
Development and Growth.....	4	Contact Information.....	18
Planning Commission Highlights.....	8	Board of Zoning Appeals.....	19
Planning Commission Actions.....	11	Glossary.....	22

2020 PLANNING COMMISSION

Name	District	Appointment	Term Expires
Rich Krapf** (Chair)	Powhatan	1/23/2007	1/31/2022
Julia Leverenz** (Vice Chair)	At-Large	2/27/2018	1/31/2022
Tim O'Connor**	At-Large	8/10/2010	1/31/2025
Jack Haldeman**	Berkeley	1/10/2017	1/31/2025
Frank Polster**	Jamestown	2/01/2018	1/28/2022
Rob Rose**	Roberts	1/28/2020	1/31/2024
Barbara Null**	Stonehouse	2/25/2020	1/31/2024

2020 PLANNING DIVISION STAFF

Paul D. Holt, III, AICP, CNU-A, CFM, Director of Community Development and Planning**
 Tammy Rosario, AICP, Assistant Director of Community Development
 Ellen Cook, AICP, Principal Planner
 Alex Baruch, Acting Principal Planner
 Jose Ribeiro, AICP, Senior Planner II and Senior Landscape Planner II
 Scott Whyte, AICP, Senior Landscape Planner II
 Thomas Wysong, Senior Planner
 Tori Haynes, Senior Planner
 Tom Leininger, Senior Planner
 Brett Meadows, AICP, Planner
 John Risinger, Planner
 Beth Klapper, Community Development Assistant
 Katie Pelletier, Community Development Assistant
 Paxton Condon, Community Development Assistant

2020 ZONING DIVISION STAFF

Christy Parrish, CZA, CFM, Zoning Administrator
 Terry Costello, CZA, Deputy Zoning Administrator
 John Rogerson, 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.

The Maine of Williamsburg



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.

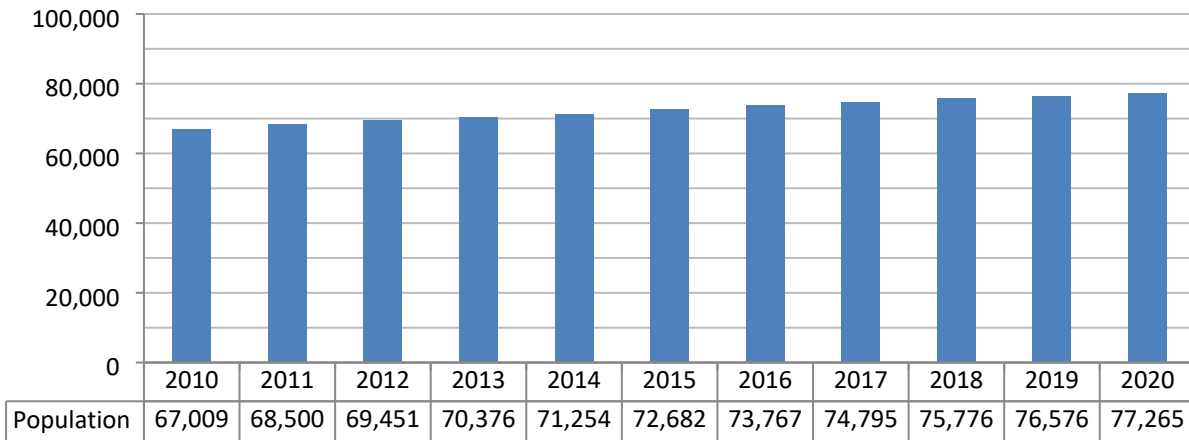
2020 Planning Commission Schedule		
Regular Meetings		Work Sessions & Special Meetings
January 8	July 1	March 16*
February 5	August 5	May 26**
March 4	September 2	October 27**
April 1	October 7	
May 6	November 4	
June 3	December 2	

*Organizational and CIP Recommendation Meeting

**Joint Work Session with Board of Supervisors

DEVELOPMENT AND GROWTH

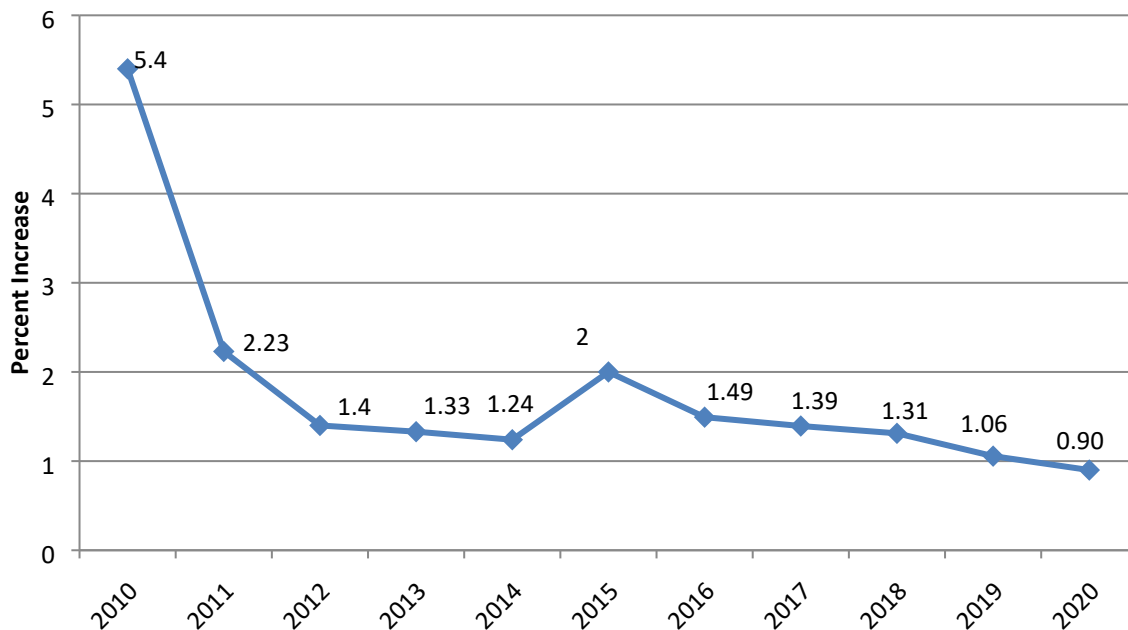
James City County Population



Source: Staff population estimates (2011-2020) 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.

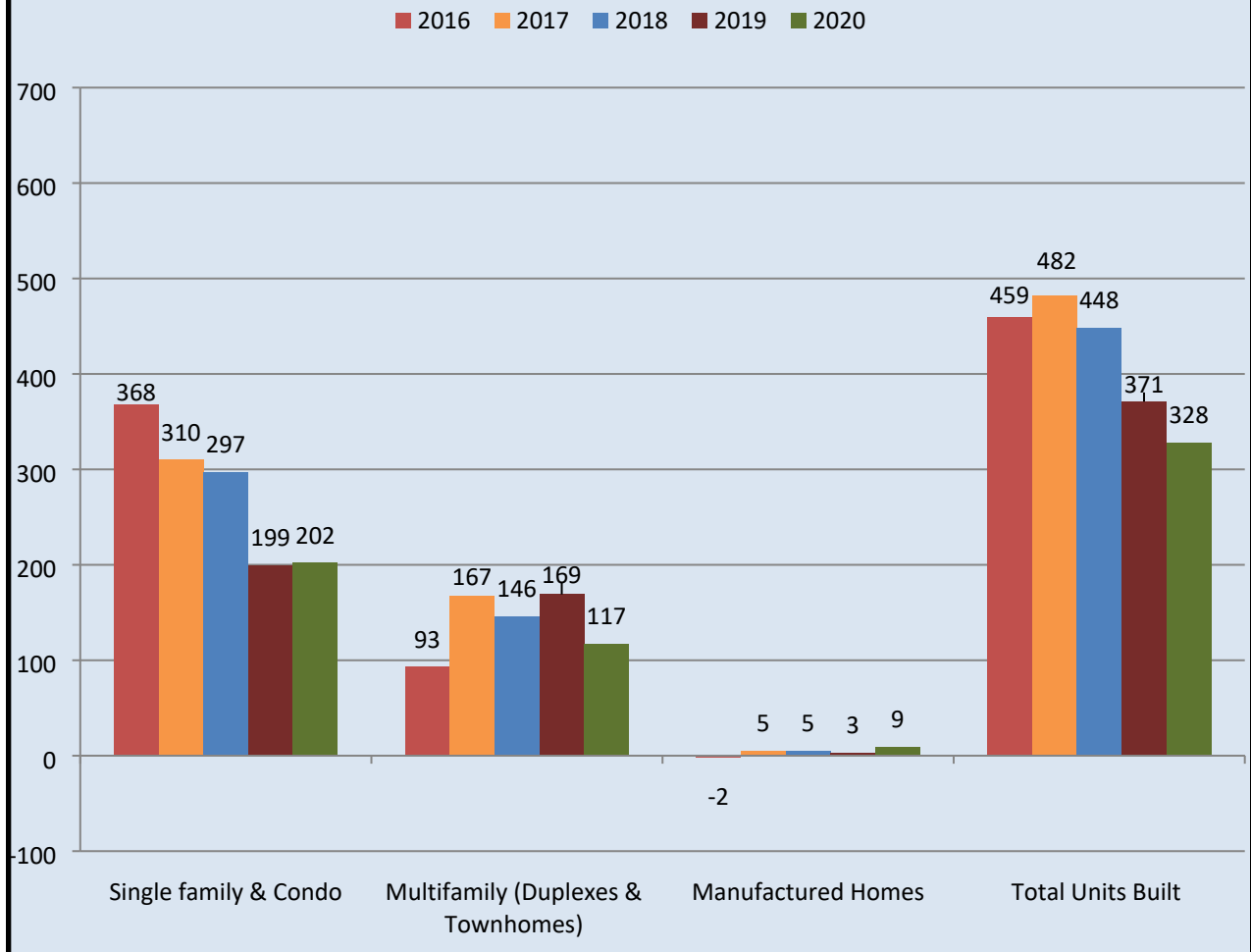
Number of Dwelling Units Added from 2016 to 2020

Calendar Year	Single Family & Condo	Multifamily (includes duplexes and townhomes)	Manufactured Homes	Total Number of Dwelling Units Added Each Year	Total Unit Count*
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
2020	202	117	9	328	34,448

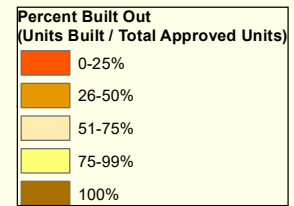
As of 2010, the U.S. Census Bureau no longer provides a breakdown of dwelling units by housing type.

* 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 2016-2020. To better align with the date range for the Planning Commission Annual Report, data is now reported on a calendar year basis.

Number of Dwelling Units Added from 2016 to 2020



James City County Residential Subdivisions Build-Out as of January 2021



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	7,545	515	6,944	7,459
Jamestown	7,858	488	6,076	6,564
Powhatan	6,627	878	5,757	6,635
Roberts	6,991	561	5,415	5,976
Stonehouse	7,502	1,109	7,428	8,537
TOTAL	36,523	3,551	31,620	35,171

- “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	6,858	206	6,129	6,335
Jamestown	7,342	242	5,319	5,561
Powhatan	6,411	733	5,370	6,103
Roberts	6,989	257	5,051	5,308
Stonehouse	7,492	829	7,102	7,931
TOTAL	35,092	2,267	28,971	31,238

- “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 continues to work 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.

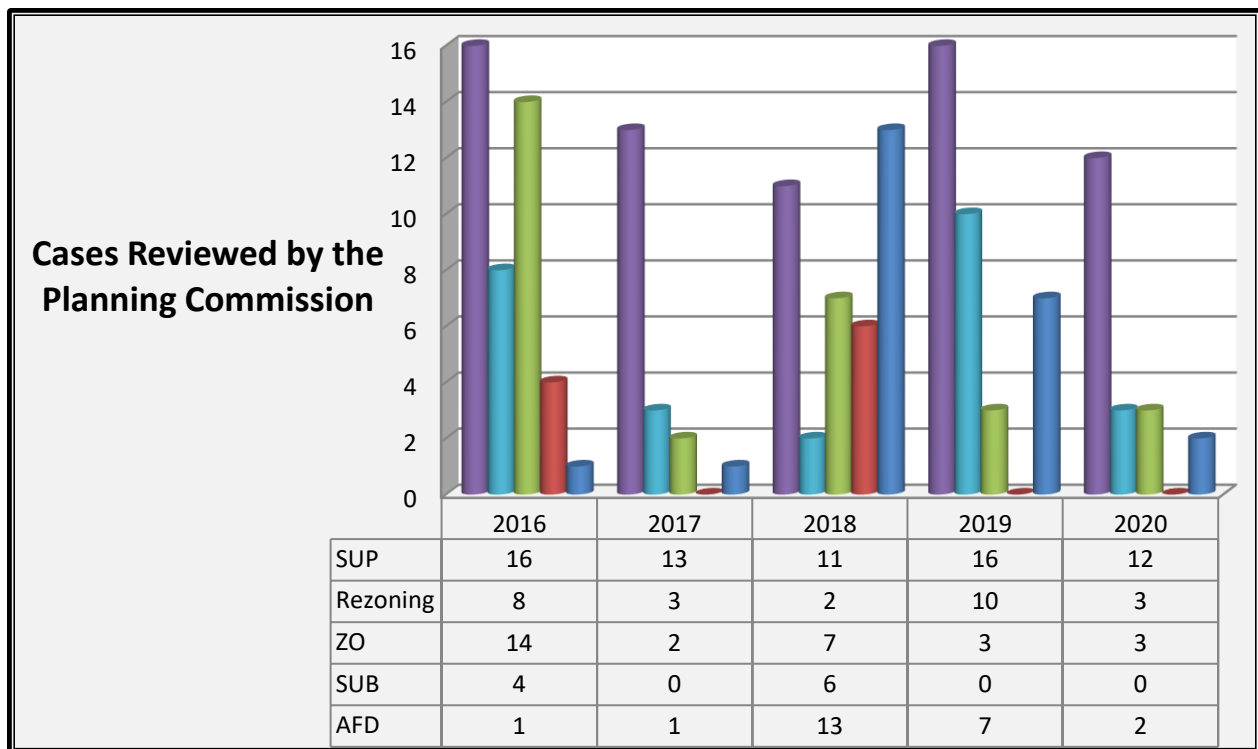
Special Use Permits (SUP): The Planning Commission reviewed 12 SUP applications including six requests for short-term rentals; expansion of an existing place of public assembly building; a place of public assembly with a daycare; an amendment to existing SUP conditions associated with the construction of a convenience store with gas pumps and a drive-through restaurant; an amendment to the existing SUP conditions and proffers for Williamsburg Landing to permit four independent living units within two new structures; and an amendment to the existing SUP for the Norge Solar farm to extend the commencement of construction expiration date by 12 months.

Rezonings: Three rezoning applications were considered by the Commission including an amendment to Condition No. 1 of the approved proffers for Norge Center to allow office uses on the property so that the vacant Farm Fresh could be repurposed; a request to amend previously approved proffers for Ford's Colony to address traffic improvements and outstanding proffers; and a request to amend the existing SUP conditions and proffers for Williamsburg Landing to permit an additional four independent living units within two new structures.

Master Plan: No Master Plans or Master Plan Amendments were reviewed in 2020.

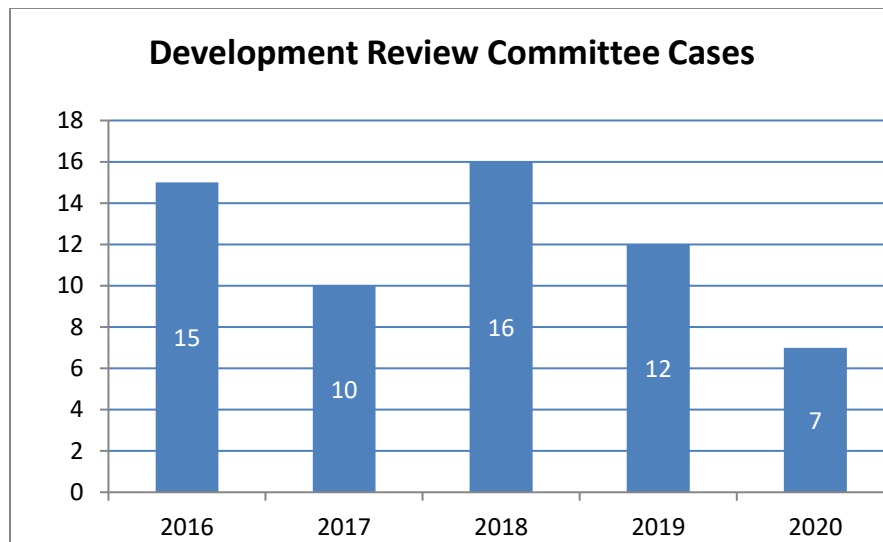
Residential Units Legislatively Approved in 2020: Four additional residential units were approved with the SUP and proffer amendments for Williamsburg Landing.

Agricultural and Forestal Districts (AFDs): The Planning Commission reviewed two AFD additions bringing in a total of ± 241 acres.



DEVELOPMENT REVIEW COMMITTEE (DRC)

The DRC reviewed seven cases including: C-20-0079 Forest Heights Phase III to determine whether the proposed changes to the approved development are consistent with the Master Plan; SP-20-0060. Chickahominy Riverfront Park Shoreline Stabilization - Tree Removal to approved necessary tree removal; SP-20-0015. Virginia Health Services, Colonial Heritage to determine consistency with approved design guidelines; C-20-0034. 3889 News Road Ford's Bluff to receive preliminary feedback on a proposed Master Plan and Proffer amendment; SP-20-0012. Axe Throwing Lanes Facility at Freedom Park to determine general consistency with the Master Plan; C-19-0073. 2822 and 2896 Forge Road to consider a request for a shared driveway exception for a three-lot subdivision; and C-19-0100. Shaping Our Shores Update to provide feedback on the Parks & Recreation Master Plan before it is considered by the Planning Commission.



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 2020, the Committee continued to consider potential Ordinance amendments which would address beekeeping in residential and non-residential districts; create a definition of Combat Tactical Training Facilities, address Code of Virginia changes regarding Wireless Communication Facilities; and considered the suitability of allowing Contractors' Offices and Storage in the Planned Unit Development District – Commercial.

PLANNING COMMISSION ACTION

SPECIAL USE PERMITS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-19-0012	Tiki Tree and Landscape	6283, 6289, 6293 Centerville Road	2.62	A request to allow Contractor Storage Yard	Approval	Approval	Denial
SUP-19-0025	5403 Riverview Road Tourist Home	5403 Riverview Road	0.8	A request to allow for the short-term rental of an entire four-bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-19-0028	6221 Old Mooretown Road, Strait Gate Temple Expansion	6221 Old Mooretown Road	1.203	A request to allow the expansion of the existing place of public assembly building and associated parking, and interior remodeling	Approval	Approval	Approval
SUP-19-0029	4451 Longhill Road Life Church and Daycare Program	4451 Longhill Road	17.49	A request to allow for a place of public assembly and daycare for a maximum of 30 children with eight staff members	Approval	Approval	Approval
SUP-19-0030	124 B Cooley Road Rental of Rooms	124 B Cooley Road	0.45	A request to allow for the short-term rental of one bedroom within a caretaker-occupied single-family home	Denial	Denial	Denial
SUP-20-0001	2898 Lake Powell Road Tourist Home	2898 Lake Powell Road	0.64	A request to allow for the short-term rental of an entire three-bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-20-0002	3374 Ironbound Road Tourist Home	3374 Ironbound Road	1.05	A request to allow for the short-term rental of an entire four-bedroom home as a tourist home. The owner will live off-site	Approval	Approval	Approval

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
SUP-20-0005	230 Peach Street Tourist Home	230 Peach Street	2.76	A request to allow for the short-term rental of an entire four-bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-20-0007	805 Arlington Island Road Tourist Home	805 Arlington Island Road	2.7	A request to allow for the short-term rental of a two bedroom residential home as a tourist home	Approval	Approval	Approval
SUP-20-0008	7-Eleven Convenience Store with Gas Pumps and Drive-Through Restaurant at Quarterpath	7327 and 7337 Pocahontas Trail	3.86	A request to amend Special Use Permit (SUP) conditions associated with the construction of a +/- 2,940-square-foot convenience store with gas pumps and a +/- 4,000-square-foot drive-through restaurant. This request will also amend, supersede, and replace previously approved SUP-0016-2016	Approval	Approval	Approval
SUP-20-0014	Williamsburg Landing Boatwright Circle Amendments	5550 Williamsburg Landing Drive	15.79	A request to amend the existing Special Use Permit (SUP) conditions and proffers to permit an additional four (4) independent living units within two new structures	Approval	Approval	Approval
SUP-20-0016	Norge Solar Farm SUP Amendment	320, 339, 341, and 345 Farmville Lane and a parcel of land of ± 0.21 acres situated between 140 and 142 Oslo Court	224	A request to amend SUP-0028-2016 to extend the commencement of construction expiration date by 12 months	Approval	Approval	Approval

REZONINGS

Case Number	Name of Project	Location	Acres	Case Description	Staff	PC	BOS
Z-19-0003	Ford's Colony Proffer Amendment	100 Manchester 245 Ford's Colony Drive 1000 Eaglescliffe 185 Ford's Colony Drive 1051 St. Andrews Drive	20.18	A request to amend the previously approved proffers for Ford's Colony to address traffic improvements and outstanding proffers	Approval	Approval	Approval
Z-20-0001	Norge Center Proffer Amendment	115 Norge Lane	5.86	A request to amend Condition No. 1 of the adopted proffers to permit office uses on the property	Approval	Approval	Approval
Z-20-0004	Williamsburg Landing Boatwright Circle Amendments	5550 Williamsburg Landing Drive	15.79	A request to amend the existing Special Use Permit (SUP) conditions and proffers to permit an additional four (4) independent living units within two new structures	Approval	Approval	Approval

AGRICULTURAL AND FORESTAL DISTRICTS

Case Number	Name of Project	Acres	Case Description	Staff	PC	BOS
AFD-05-86-2-2018	Barnes Swamp AFD Addition, 10039 Old Stage Road	196.3	A request to add ±196.3 acres to the Barnes Swamp Agricultural and Forestal District	Approval	Approval	Approval
AFD-19-0003	Barnes Swamp AFD Addition, 811 & 917 Stewarts Road	44.74	A request to add ± 44.74 acres to the Barnes Swamp Agricultural and Forestal 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-19-0005	Consideration of Amendments to the Zoning Ordinance to Address Combat Tactical Training Facilities	Zoning Ordinance Amendments adding a definition of Combat Tactical Training Facilities	Approval	Approval
ORD-19-0010	Zoning Ordinance Amendments to Address the Keeping of Bees in Residential Neighborhood	Zoning Ordinance Amendments Addressing the Keeping of Bees in Residential Neighborhood in accordance with performance standards based on the Best Management Practice of the State of Virginia and regulations in Albemarle County's Zoning Ordinance	Approval	Approval
ORD-20-0008	Proposed Ordinance and Policy Amendments to Address Code of Virginia Changes Regarding Wireless Communication Facilities	Revisions to County Code and County Policy to better align with State Code regarding Wireless Communication Facilities	Approval	Approval

MAJOR INITIATIVES

ENGAGE 2045 COMPREHENSIVE PLAN UPDATE

The continued five-year review of the County's Comprehensive Plan, *Toward 2035: Leading the Way*, adopted in 2015, was a leading major initiative of 2020. The work in 2020 built upon the work of the previous year, as activities in 2019 included scoping the update, securing consultant services, holding the official kick-off, conducting the James City County Comprehensive Plan Citizen Survey (UVA Center for Survey Research), beginning update activities, establishing and beginning the work of the Community Participation Team (CPT) and Planning Commission Working Group (PCWG), and holding Round 1 of public engagement - the Summit on the Future, and its companion online questionnaire and survey.

In 2020, development of the Plan has continued in coordination with on-going public engagement efforts, and under the continued guidance of the PCWG, the CPT, and the Board of Supervisors through numerous meetings and work sessions. In early 2020, efforts focused on the scenario modeling process. This complex effort started with developing the draft Scenario Narratives for two potential patterns of future growth, Existing Trend Scenario (Scenario A - Trend) and the Public Input Scenario (Scenario B - Alternative), then constructing these Scenarios within computer models. The models were used to test the outcomes of the two Scenarios and report the outcomes through a series of indicators (Land Use, Transportation, and Fiscal/Other). All of this information was then used to build a questionnaire for Round 2 of public engagement, the Exploring our Future Alternatives Assembly event and online questionnaires, which occurred in August and September. The other questionnaire that was part of the Exploring our Future Alternatives Assembly event sought public feedback on the Goal statements found in the 2035 Comprehensive Plan to determine current levels of support for the existing language and any possible areas for refinement.

Information from the scenario modeling effort and public engagement efforts to date were used to draft a Preferred Scenario Framework, which included a description of the Scenario B potential implications for policy development; key ideas in the preferred scenario map; and additional planning concepts. Information from the Goals questionnaire, and the other public input, was used to prepare a Plan Framework. Together, the concepts in these Framework documents formed a policy foundation as the PCWG began its consideration of the Plan's chapter texts and draft Future Land Use Map (FLUM) over the course of the fall.

In the final months of 2020, the CPT met to discuss and work toward finalizing the Round 3-Deciding and Affirming engagement approach and questionnaires on character design guidelines, the future land use map, and policies and actions regarding the public input priorities of nature, economic development, quality of life, and affordable/workforce housing. The information from this final Round 3 engagement effort will inform the upcoming work of the PCWG as it further considers revisions to the chapters and GSAs in 2021.

Due to the on-going nature of the Plan review, the annual Goals, Strategies and Actions update has not been prepared or included in this Annual Report, but will be prepared again starting next year.

ORDINANCE UPDATES AND ON-GOING PROJECTS

Throughout 2020, the Planning Division and Planning Commission also worked on a variety of on-going projects.

- Planning staff supported efforts led by other County Departments and agencies on projects and reports including the update to Shaping our Shores and the Lower Chickahominy Project.
- Throughout the year, Community Development staff continued to make improvements and add functionality to EnerGov's Land Development and Asset Management Software, known as JCC PermitLink, continuing in the effort to create a better customer experience and to enhance communications between divisions for development applications. In addition to improvements to the PermitLink system staff also started work on a new 311 system.

TRANSPORTATION IMPROVEMENTS

Staff aggressively pursued new funding and worked toward construction of several transportation improvements identified in the Comprehensive Plan adopted in 2015, *Toward 2035: Leading the Way*, including:

- Progress on the construction (CN) phase for the widening of I-64, Segment 3.
- Progress on the right-of-way (RW) and CN phases for the Longhill Road widening project between Route 199 and Olde Towne Road.
- Progress on the RW and construction phases for the Olde Towne Road/Longhill Road turn lane and intersection improvements project.
- Completion of the Centerville Road/News Road intersection improvement project.
- Start of the PE and RW phases for the Skiffes Creek Connector project. Construction is expected to begin in spring 2021.
- Completion of the preliminary engineering (PE) phase for the Croaker Road widening project.
- Additional funding was secured for the Pocahontas Trail multi-modal improvements project and the PE phase continued. A SmartScale application was prepared and submitted. If approved, several segments of the project will be fully funded.

- Progress on PE and start of the RW phase for the Safe Routes to Schools improvements project at Clara Byrd Baker Elementary School and Five Forks.
- Progress on PE phase for the roadway and stormwater improvements on Richmond Road in Toano and along various roadways in Grove.
- A SmartScale application was prepared and submitted for the Airport Road/Richmond Road/Mooretown Road intersection. If approved, significant improvements will be made to mitigate congestion and currently failing levels of service.
- Staff worked with the HRTPO and secured letters of support from our Federal legislative delegation to apply for an INFRA grant to fund the proposed widening of I-64, Segment 4.



2020 JAMES CITY COUNTY PLANNING COMMISSIONERS



Richard Krapf, Chair
Powhatan District



Julia Leverenz, Vice Chair
At-Large



Rob Rose
Roberts District



Tim O'Connor
At-Large



Barbara Null
Stonehouse District



Frank Polster
Jamestown District



Jack Haldeman
Berkeley District

PLANNING DIVISION OF COMMUNITY DEVELOPMENT

101-A MOUNTS BAY ROAD

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2020 BOARD OF ZONING APPEALS ANNUAL REPORT

2020 BOARD OF ZONING APPEALS MEMBERS

Name	District	Appointment	Term Expires
Stephen M. Rodgers, Chairman	Berkeley	4/2011	3/31/2024
Mark Jakobowski, Vice Chairman*	Roberts	4/2018	3/31/2023
Ron Campana, Jr. *	Jamestown	8/2011	6/30/2021
William J. Geib *	Powhatan	4/2013	3/31/2023
David Otey, Jr. *	Roberts	3/2010	3/31/2025

* 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 three times in 2020.



VARIANCES/APPEALS

Four applications for variances were considered in 2020. One was for administrative variances and three applications went before the BZA. The synopses of the applications are as follows:

BZA-19-0008, 116 Fairmount Drive - This was an application for a variance to Section 24-238(b), Yard requirements, to reduce the required 35-foot rear yard setback to 22 feet to allow for the construction of a screened-in porch. The BZA found that the request was a reasonable modification on behalf of a person with a disability which would provide safety and enjoyment of the property. The BZA approved the application on February 6, 2020.

BZA-19-0009, 100 Paddock Lane - This was an application for a variance to Section 24-238(a), Yard requirements, to reduce the required minimum yard setback from 15 feet to two feet for the construction of an addition for an attached accessory apartment to the existing residence. The BZA found that the request was a reasonable modification on behalf of a person with a disability which will provide safety and enjoyment of the property. The BZA approved the application on February 6, 2020.

BZA-20-0006, 2641 Sir Thomas Way - This was an application for an administrative variance to Section 24-256, Setback requirements, to reduce the front yard setback from 25 feet to 23.8 feet to allow for the continued placement of the existing covered porch with no further encroachment. This application was approved by the Zoning Administrator on June 29, 2020.

BZA-20-0013, 4595 Ware Creek Road - This was an application for a variance to Section 24-216(b), Minimum lot width and frontage, to reduce the required lot width of 200 feet at the setback line to 185 feet to allow for the construction of a single family dwelling to be located further outside

of the Resource Protection Area. The BZA found the request reasonable to keep the proposed dwelling out of the Resource Protection Area. The BZA approved the application on November 5, 2020.

OTHER MATTERS

At the September 3, 2020 meeting, the BZA discussed that the decision to uphold the Zoning Administrator's Determination of Case No. BZA-19-0003, 6283 Centerville Road was appealed to the Williamsburg-James City County Circuit Court by representatives of the applicant. The BZA appointed the County Attorney's Office to represent the BZA in Civil Case No.: CL-19001010-00 in the Williamsburg-James City County Circuit Court.



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

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
HRTPO	Hampton Roads Transportation Planning Organization
INFRA	Infrastructure for Rebuilding America
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