

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 26, 2021
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION

1. Rosemary Randall Retirement Recognition
2. Karrie D. Lee Retirement Recognition
3. Presentation on the Natural and Cultural Assets Plan Effort

D. CONSENT CALENDAR

1. Minutes Adoption
2. Authorization for the conversion of the existing Part-time 30-hour Fitness Attendant Position to a Full-Time Fitness Attendant Position
3. Contract Award - Fleet & Equipment Garage Bay HVAC Installation - \$190,996
4. Emergency Communications Center HVAC Upgrades
5. Grant Award - Comprehensive Community Corrections Act and Pretrial Services Act - \$21,872
6. Authorization to Purchase 8 Police Vehicles - \$214,573
7. Appropriation - State Compensation Board Mandated Sworn Sheriff Officers Bonus - \$41,984
8. Authorization of One-Time Employee Pay Adjustment
9. The Foxes Stream Restoration

E. BOARD DISCUSSIONS

1. Commissioner of the Revenue - Update
2. Fiscal Year 2021 School Year-End Spending Plan Appropriation - \$8,128,540
3. School Resource Officers Update
4. FY 2021 Year-end Financial Update
5. FY 2022 First Quarter Financial Update
6. Financial Forecast Update
7. American Rescue Plan Act Use of Funds
8. Legislative Agenda

F. BOARD CONSIDERATIONS

1. Authorization for a Full-time Position and Use of American Rescue Plan Act Funds
2. Consideration of the James City County Comprehensive Plan, Our County, Our Shared Future: James City County 2045 Comprehensive Plan

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia
2. Appointment - Colonial Community Criminal Justice Board
3. Appointment of the Natural and Cultural Assets Mapping Committee
4. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, pursuant to Section 2.2-3711 (A)(6) and (A)(8) of the Code of Virginia, pertaining to the contract between WJCC Schools and James City County and the City of Williamsburg

J. ADJOURNMENT

1. Adjourn until 5 p.m. on November 9, 2021 for the Regular Meeting

ITEM SUMMARY


DATE: 10/26/2021

TO: Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Retirement of Rosemary Randall

ATTACHMENTS:

	Description	Type
	Retirement of Rosemary Randall	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	10/8/2021 - 4:33 PM
Publication Management	Pobiak, Amanda	Approved	10/8/2021 - 4:36 PM
Legal Review	Kinsman, Adam	Approved	10/11/2021 - 10:23 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 9:28 AM
Admin	Purse, Jason	Approved	10/18/2021 - 10:39 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Retirement of Rosemary Randall

Rosemary Randall will retire from James City County (JCC) after 49 years of service on Nov. 1, 2021. She began her career in 1973 with Social Services as a clerk typist and worked her way up to her current position of Administrative Services Manager.

Ms. Randall has received considerable accolades over the years from her colleagues and staff in JCC, the Eastern Region, and throughout the State. She is sought after for her knowledge and expertise in all of the program areas of Social Services, particularly the budget process. But most importantly, she is a strong advocate for the administrative staff, always ensuring they have everything they need to support the vital work of Social Services.

Please accept this notice of recognition for her exemplary dedication to the citizens of JCC.

RV/ap
RosemryRndllretire-mem

Attachment

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Grace Boone, Director General & Capital Services Department

SUBJECT: Presentation - Karrie D. Lee retirement

REVIEWERS:

Department	Reviewer	Action	Date
General Services	Ripley, Joanna	Approved	10/8/2021 - 4:38 PM
Publication Management	Pobiak, Amanda	Approved	10/8/2021 - 4:39 PM
Legal Review	Kinsman, Adam	Approved	10/11/2021 - 10:23 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:01 AM
Board Secretary	Purse, Jason	Approved	10/18/2021 - 10:17 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:32 AM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Presentation on the Natural and Cultural Assets Plan Effort

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. Presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	10/15/2021 - 1:42 PM
Publication Management	Pobiak, Amanda	Approved	10/15/2021 - 1:58 PM
Legal Review	Kinsman, Adam	Approved	10/15/2021 - 2:10 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:01 AM
Board Secretary	Purse, Jason	Approved	10/18/2021 - 10:19 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:33 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Presentation on the Natural and Cultural Assets Plan Effort

Over the past several months, staff has been working with its consultant on the initial stages of the Natural and Cultural Assets Plan (formerly referred to as the Green Infrastructure Plan). This undertaking has been part of the County's plans for a number of years, most recently as:

- an action (ENV 3.1) in the 2035 Comprehensive Plan, adopted by the Board in 2015;
- an operational initiative within the 2035 Strategic Plan, adopted by the Board in 2016;
- a funded project in the Fiscal Year 2021-2022 budget adopted by the Board in 2020; and,
- an action in the draft 2045 Comprehensive Plan.

The Natural and Cultural Assets Plan will help the County conserve natural, historic, and scenic resources through a process of setting goals; inventorying and mapping the resources (using state and local data); assessing risks; and determining opportunities to protect, restore, and integrate these resources in various types of planning efforts. In the end, it aims to articulate community priorities in these areas and to have strategies that will allow the County to achieve multiple objectives in environmental and flood protection, recreation, community character, and economic development. In practical terms, the plan is intended to inform stormwater projects, park and open space planning, purchase of development rights and greenspace efforts, transportation plans, tourism and marketing efforts, and other County priorities.

This effort will include both a technical advisory team of staff experts from different divisions as well as a committee of interested citizens to help staff and the consultants throughout this year-long effort. Public engagement and updates to the Board of Supervisors at key milestones will also be features of the process.

Ms. Karen Firehock, Executive Director of the Green Infrastructure Center, will make a presentation to the Board on this effort. Staff looks forward to any questions and discussion from the Board.

TMR/ap
NatCultAssetsPres-mem

Attachment



Natural and Cultural Assets Plan for James City County

Overview

By Karen Firehock

Orientation for James City County Board of Supervisors

Tuesday October 26, 2021

Agenda

Project origin

Who is GIC

Natural and Cultural Assets

How will we map?

Schedule



Great Blue Heron at York River State Park

Impetus for the project:

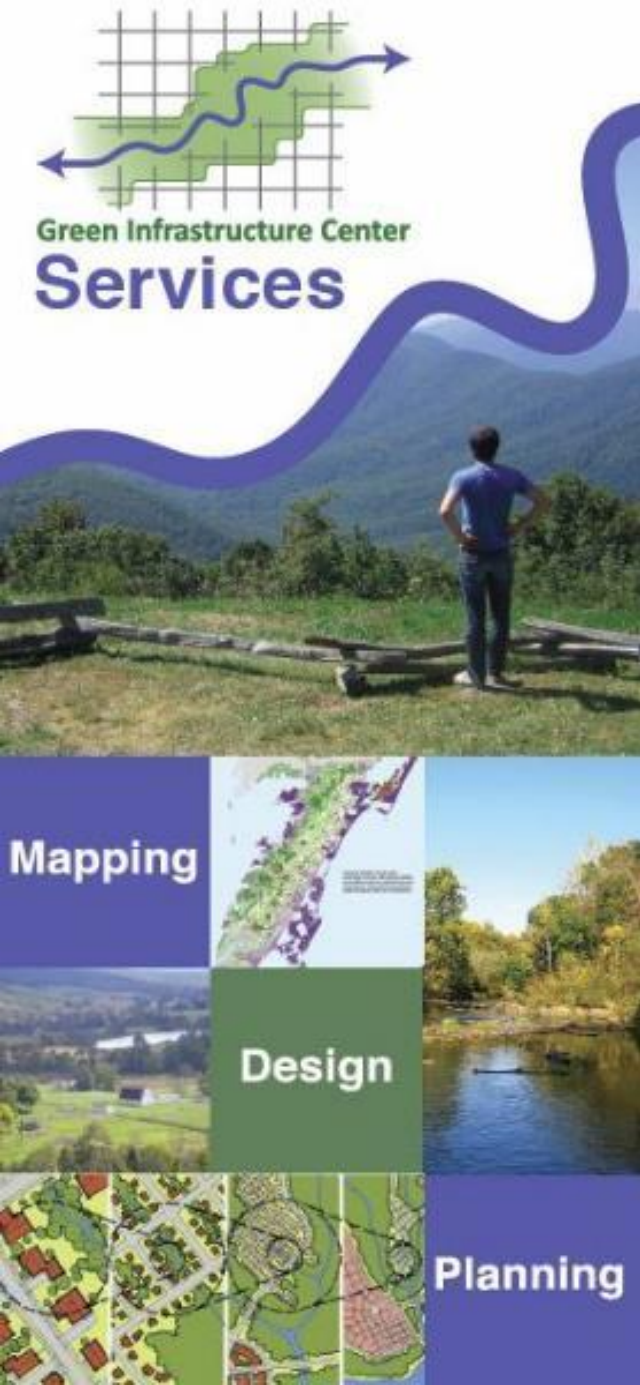


This plan is an operational initiative in the 2035 Strategic Plan and an outgrowth of ***affirmed community priorities established during the recent update of the county's comprehensive plan***. Prioritizing the protection of natural lands and open spaces was the most highly ranked and supported objective across all three rounds of community engagement. This process will create a **Natural and Cultural Assets Plan** (sometimes known as a Green Infrastructure Plan) to meet this comprehensive plan action:

ENV Goal - Continue to improve the high level of environmental quality in James City County and protect rural and sensitive lands and waterways that support the resiliency of our natural systems for the benefit of current and future generations.

Strategy ENV 3 - Protect and conserve environmentally sensitive areas, and work to maintain or promote the ecosystem services provided by all natural areas.

Action ENV 3.1 - Maintain and promote biological and habitat diversity, ecosystem services, and habitat connectivity by protecting wildlife and riparian corridors between watersheds, sub-watersheds, catchments, and tidal and nontidal wetlands, and by developing and implementing a green infrastructure plan.



The Green Infrastructure Center helps communities evaluate their natural and cultural assets to maximize ecological, economic and cultural returns.

We do this by:

Building landscape models

Teaching courses and workshops

Research into new methodologies

Helping communities create strategies

Some examples of GLC's work in rural Virginia landscapes... (there are many more...)

Albemarle County, VA

Connecting and conserving intact landscapes to conserve biodiversity, clean water and cultural landscapes.



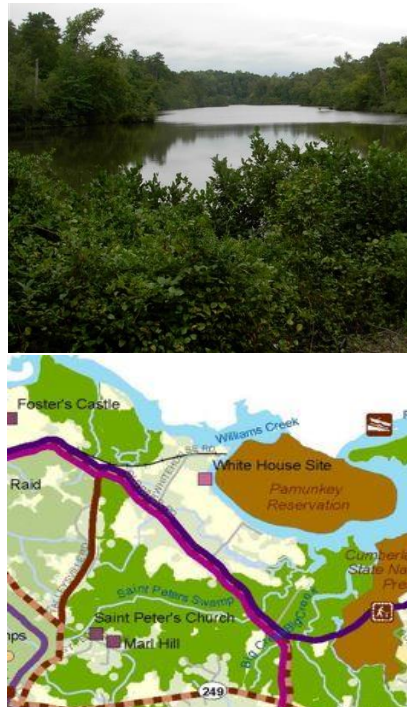
Accomack County, VA

Conserving natural landscapes in the face of rising seas and protecting the fisheries of the Chesapeake Bay.



New Kent County, VA

Planning to conserve natural landscapes that support recreation, cultural and heritage values.



Suffolk, VA

Protecting scenic, heritage and working landscapes in a growing coastal county with competing demands.



Grayson County, VA

Conserving working landscapes, rural character and wildness in a remote VA county.



What are Natural Assets?

Why do we need to evaluate them?



Planning to conserve natural landscapes helps support recreation, cultural and heritage values. It also protects drinking water and makes a community more resilient to changing climates. These natural resources are assets for our county!



Natural Assets also support Cultural Assets!



Many of our heritage and recreational resources are defined by their natural settings. To protect these uses and their interpretation and enjoyment, we should also conserve the landscape.

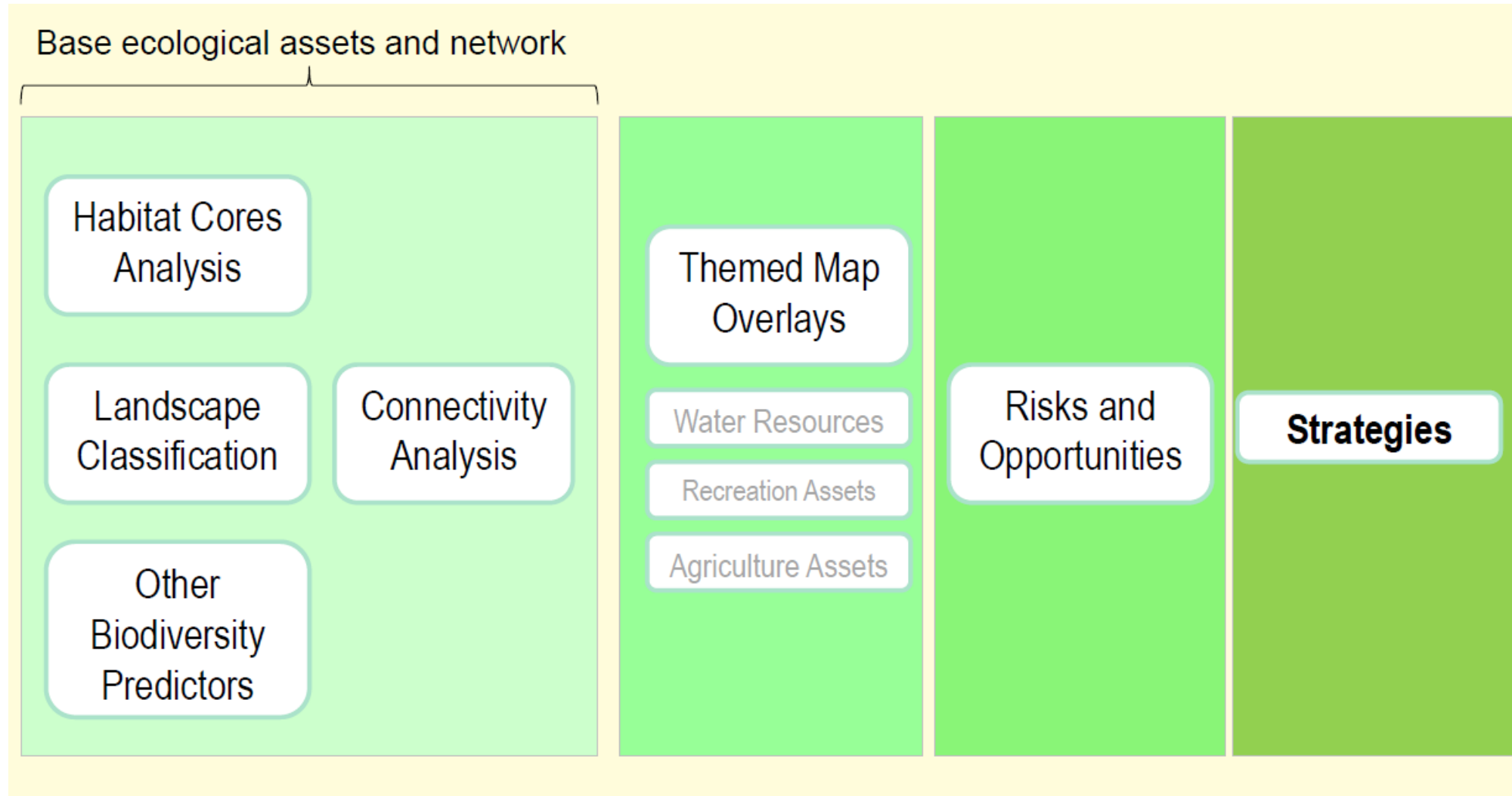


Benefits of Conserving Natural Assets

- ❑ Preserving biodiversity and wildlife habitat.
- ❑ Conserving working lands such as farms and forests, that contribute to the economy.
- ❑ Protecting and preserving water quality and supply.
- ❑ Providing cost-effective stormwater management and hazard mitigation.
- ❑ Improving public health, quality of life and recreation networks.



Process – a base map, themed maps, risks then strategies!



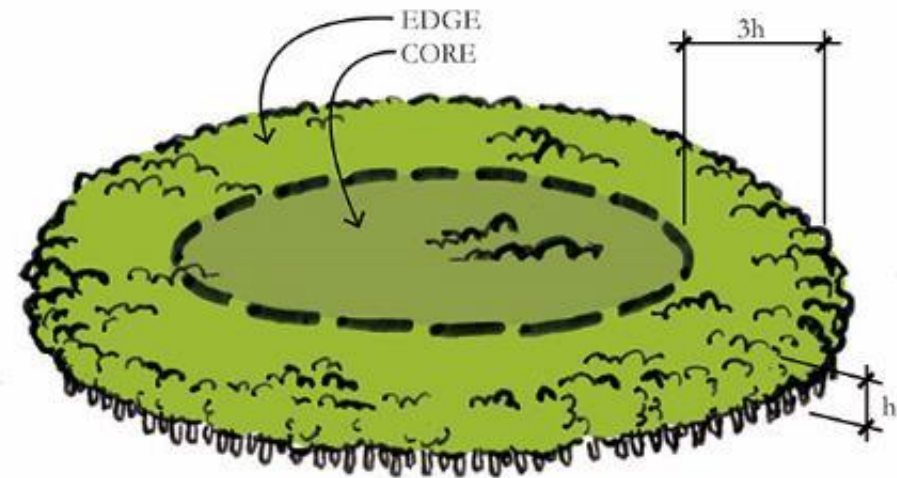
We need to protect habitat cores to conserve 'interior habitats.'

Take the average tree height e.g. @ 100 feet and multiply by 3 to get edge. Subtract that to learn what remains and whether there is enough area to constitute a core. If smaller, it may still be a key “patch” or “site.”

$$\text{Interior} = \text{Total Area} - 3(h)$$



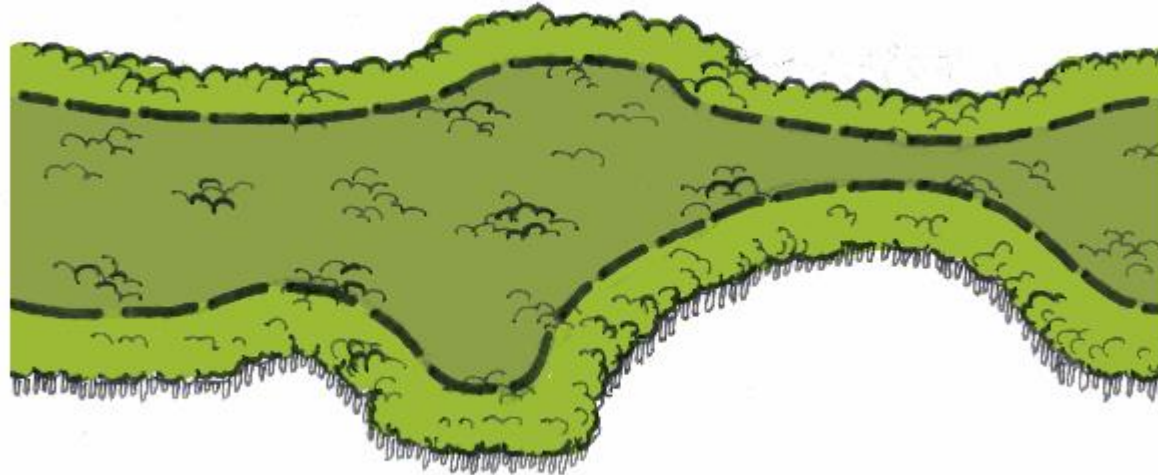
Certain species, such as the cerulean warbler, depend on and can only thrive in interior forests.



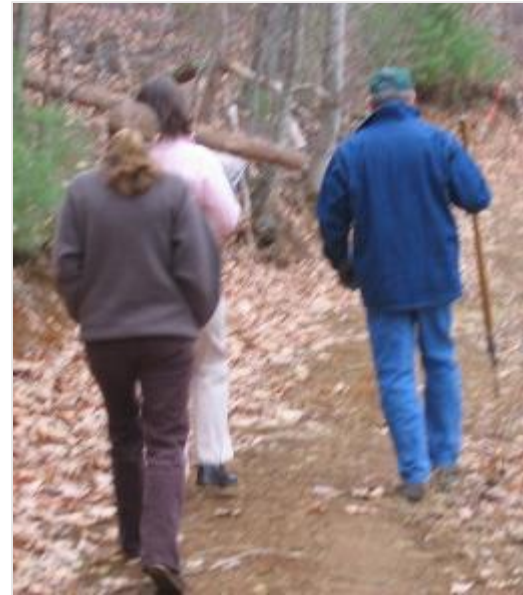
Corridors Connect Cores

The ideal is 100 meters of safe space in the middle
and 100 meters of edge.

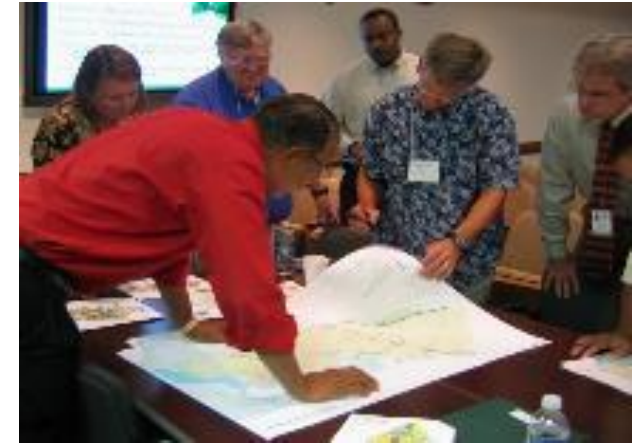
minimum width = 300 meters wide



Who can use the corridors? (300 meters is ideal...)



Six Steps for Natural Asset Planning



- 1) **Set Your Goals:** What does your community/organization value?
- 2) **Review Data** – What do we know or need to know, to map identified values?
- 3) **Map Your Community's Ecological and Cultural Assets** – Based on the goals established in Step One and data from Step Two.
- 4) **Risk Assessment** – What assets are most at risk and what could be lost if no action is taken?
- 5) **Rank Your Assets and Determine Opportunities** – Based on those assets and risks you have identified, which ones should be restored or improved?
- 6) **Implement Opportunities** – Include natural asset maps in both daily and long-range planning (park planning, comp plans, zoning, tourism and economic development, seeking easements etc)

The process...

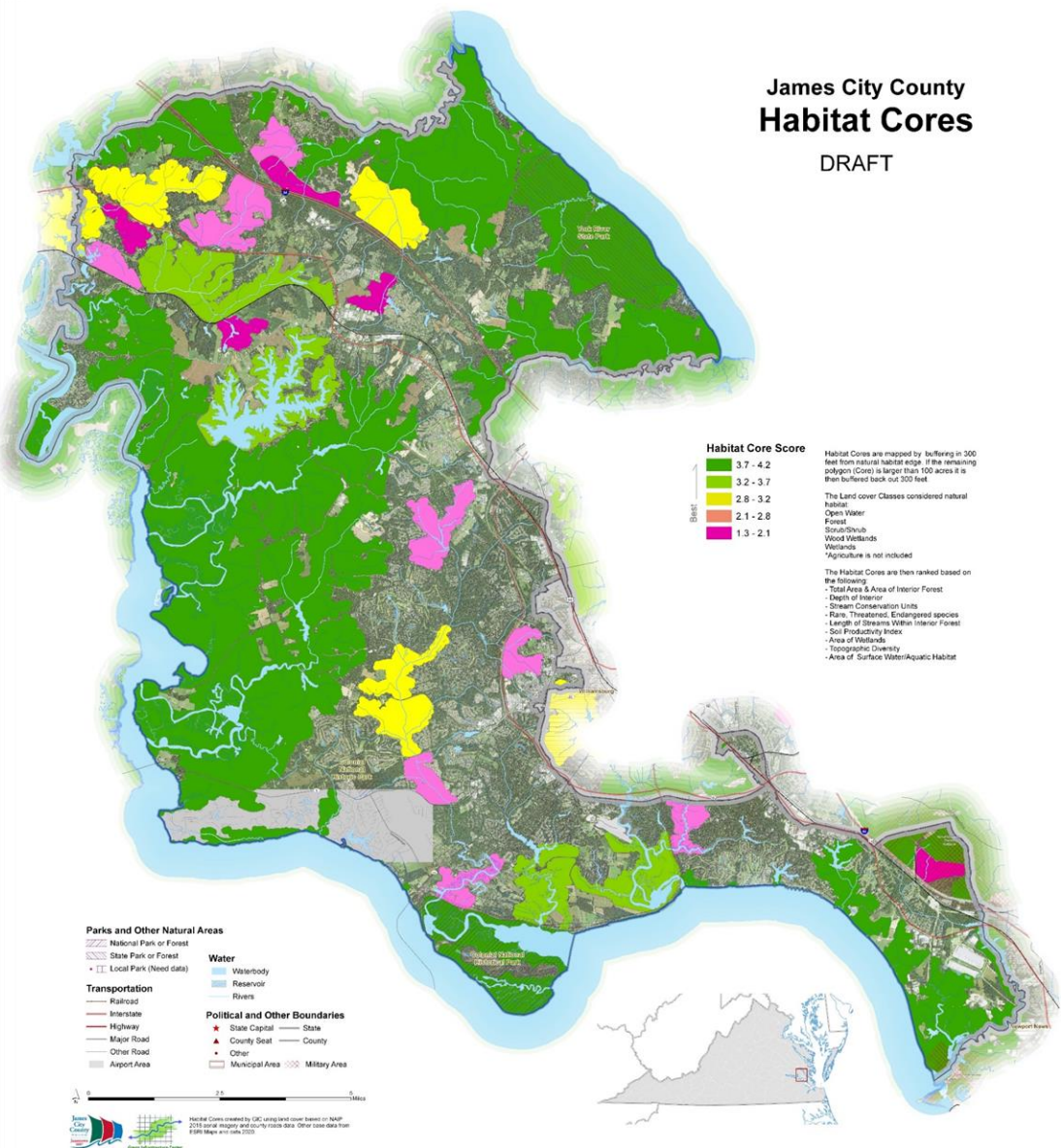
to create the Natural and Cultural Assets Plan

Tasks 2021 – 2022	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>
Task 1: Assessment, Work Plan and Team Orientation	GIC												
Task2: Establish Data Needs and Obtain or Create Relevant Information		GIC & JCC	GIC										
Task 3: Identify Current Natural Assets = Base Map Create a cultural Assets Overlay			GIC	TAC	SC								
Task 4: Identify Threats to and Opportunities for Green Infrastructure Assets						TAC	SC BOS	TAC	SC				
Task 5: Implementation Strategies and Plan from GI Modeling and Prioritization										TAC	SC	Public Mtg.	Wrap up BOS

TAC = Technical Advisory Committee of County staff – advice, review, tech support

SC = Steering Committee Appointed by the Board – community priorities, engaged with future implementation, testing ideas

BOS = Board of Supervisors – review and critique, future adoption of the plan



We have begun the mapping and are ready to share a base map with the county.

We want to make sure it is accurate, add local priorities, and begin to design the network with your appointed steering committee members.



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ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	Sept. 14, 2021 Regular Meeting	Minutes
📎	Sept. 28, 2021 Business Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/4/2021 - 8:59 AM

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
September 14, 2021
5:00 PM

A. CALL TO ORDER

Mr. Hipple called the meeting to order at 5:04 p.m. following the James City Service Authority Board of Directors meeting.

B. ROLL CALL

P. Sue Sadler, Vice Chairman, Stonehouse District
James O. Icenhour, Jr., Jamestown District - via phone
Ruth M. Larson, Berkeley District
John J. McGlennon, Roberts District
Michael J. Hipple, Chairman, Powhatan District

Scott A. Stevens, County Administrator
Elizabeth Parman, Assistant County Attorney

Mr. Stevens noted the County Attorney's Office had recused itself from participation in Case No. Z-21-0013. He further noted Ms. Liz White of Sands Anderson, PC, Williamsburg, was representing the County for that case. Mr. Stevens noted Ms. White was in attendance and available for questions if needed.

Mr. Hipple noted Mr. Icenhour wished to join the meeting electronically and a motion would be sought. Mr. Hipple asked Mr. Icenhour's location for the record.

Mr. Icenhour noted Moneta, Virginia.

A motion to allow Mr. Icenhour to participate electronically was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Sadler

Absent: Icenhour, Jr

Mr. Hipple welcomed Mr. Icenhour to the meeting.

Mr. Icenhour acknowledged his presence on the call.

Mr. Hipple noted the meeting's Pledge Leaders were Owen Ellis, Daniel Richardson, Andrew Salinas, and Thomas Tate from the Arrow of Light Den from Cub Pack 103, chartered by the Williamsburg United Methodist Church in Colonial Williamsburg.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Arrow of Light Den from Cub Scout Pack 103

E. PUBLIC COMMENT

1. Mr. Mike Joseph, 6631 Rexford Lane, addressed the Board regarding the Comprehensive Plan. He noted he was following up on his comments at the Board's July 13, 2021 meeting regarding windmills and carbon sequestration. Mr. Joseph further noted removal of both items from the Comprehensive Plan as their inclusion implied action on those items. Mr. Joseph noted the Comprehensive Plan did not address specifications or limitations on windmills. He further noted environmental aspects and visual aesthetics of windmills as nuisances. Mr. Joseph noted carbon sequestration technology was still being developed and the County should be monitoring the development.

Mr. McGlennon asked if Mr. Hipple would request the speaker's name and address for the record.

2. Mr. Dan Roose, 3292 Reades Way, addressed the Board regarding several points in the Comprehensive Plan. He noted the Comprehensive Plan's purpose was to build long-term development for the County's success. Mr. Roose further noted wind farms should not be addressed at this time. He noted the lack of research regarding solar panels and referenced his earlier comments at the Board's July 13, 2021 meeting regarding the inability to recycle solar panel materials and other factors. Mr. Roose further noted the long-term economic impact of solar farms in the County and suggested more research was needed before proceeding. He noted the issue of carbon sequestration and questioned the regulation of carbon from the vast number of tourists throughout the year as the County was a tourist area. Mr. Roose further noted additional research was needed in this area also.

3. Mr. Gilbert Petrina, 4747 Yeardeley Loop, addressed the Board noting his involvement with a study on the effects of renewable energy projects on military missions. He noted the training area was in Nevada and comprised three million acres. Mr. Petrina further noted a scaled comparison to James City County. He noted the use of terms such as study, analysis, and expert review in the Comprehensive Plan and the expense of those expert studies. Mr. Petrina further noted windmills and the impact of stored infrared energy from them on air traffic and safety of flight in surrounding airports and military facilities. He noted additional impacts of large wind or solar farms and the necessary infrastructure to maintain those sites. Mr. Petrina further noted affordable technologies to meet mitigation efforts and address carbon neutrality were currently unavailable to meet the state and federal guidelines. He noted more research in those efforts would require more taxpayer money. Mr. Petrina further noted fiscal responsibility and economic viability to protect the County's watersheds, rural lands, and historic character.

F. CONSENT CALENDAR

None.

G. PUBLIC HEARING(S)

Mr. Hipple recognized Mr. Frank Polster, the Planning Commission representative, at the meeting.

1. Z-21-0013. 1826 Jamestown Road and 259 Sandy Bay Road Rezoning (Frothy Moon Brewhouse)

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Tori Haynes, Senior Planner, addressed the Board with the details of the rezoning application. She noted the proposed use included a small-scale brewery, taproom, and coffee shop known as Frothy Moon Brewhouse. Ms. Haynes further noted the proposed use of the existing site space and improvements to the 50-foot Community Character Corridor along Jamestown Road and consolidation of existing traffic entrances to better maintain traffic flow. She noted additional proposed improvements and proffers were indicated in the application. Ms. Haynes noted the Planning Commission approved the application by a 4-1-1 vote. She further noted staff recommended the Board's approval of the application.

Ms. Larson asked about other uses for this property in addition to the brewery. She inquired if a towing company was interested in this site, was that a viable option.

Ms. Haynes noted 1826 Jamestown Road was currently zoned B-1 and 259 Sandy Bay Road was currently zoned LB, Limited Business. She further noted staff was not aware of any existing proffers, therefore any by-right items in those respective districts within the parcels would be subject to County Ordinances. Ms. Haynes noted some special uses would require a Special Use Permit (SUP).

Ms. Larson thanked Ms. Haynes for the information.

Mr. Polster addressed the Board with a neighbor's concerns, which had been presented at the August 4, 2021, Planning Commission meeting. He noted the proposed master plan shown in the presentation highlighted a gazebo where background music would be played, adding the neighbor's concern over high decibel noise levels generated from that area. Mr. Polster further noted staff's consideration of the County's 9 p.m. Noise Ordinance, 60-foot buffer, and distances from the brewery's outdoor dwellings would help mitigate sounds from the brewery site. He noted the Planning Commission's discussion and dialogue with the applicant's representative centered on mitigation of the high decibel noise levels. Mr. Polster further noted the applicant agreed to an additional proffer to direct amplified music away from Sandy Bay Road. He noted one neighbor in the 1607 development spoke in favor of the application. Mr. Polster noted the Planning Commission's approval of the application and acceptance of the voluntary proffers subject to the redirection of amplified noise away from Sandy Bay Road by a 4-1-1 vote.

Mr. McGlennon noted the Planning Commission's discussion with the applicant and the difference between the ambient noise of the coffeehouse/brewery and a concert. He asked if that point was specified in the proffers.

Mr. Polster noted the coffeehouse and brewery were a separate location. He further noted the musical event would not be a large concert and would take place at the gazebo area he had referenced on the map. Mr. Polster stated the discussion had centered on ways to mitigate the noise from the referenced area.

Mr. Hipple opened the Public Hearing.

1. Mr. Vernon Geddy, Geddy, Harris, Franck, and Henderson, LLP, 1177 Jamestown Road, addressed the Board as the applicant's representative. He noted Mr. Conor Halfpenny and Ms. Melissa Trainham, members of the Frothy Moon team, were in attendance. Mr. Geddy further noted this proposal addressed adaptive reuse and redevelopment of the two parcels which were the former Cooke's Greenhouse and Garden Center. He noted the closure occurred in 2018 and the property had been vacant since that time. Mr. Geddy highlighted the property's buildings in a PowerPoint presentation. He noted the various uses of the facility, the property entrances, and the proffers associated with the application.

Ms. Larson noted she had spoken with Mr. Geddy and had visited the Frothy Moon site

several times. She further noted calls regarding music and traffic, adding the music concerns had been addressed. Ms. Larson noted the businesses located in that traffic corridor. She questioned the parking arrangements and shared parking during events, adding concerns regarding parking along Sandy Bay Road.

Mr. Geddy noted the owners were aware of parking concerns.

Mr. McGlennon noted concern that people would park across at the creek.

Ms. Larson noted parking concerns at the nearby park. She questioned possible signage postings.

Mr. Geddy noted the applicant would work with the County regarding No Parking signage.

Ms. Larson noted safety issues also regarding the volume of traffic.

Mr. Geddy acknowledged that point.

Mr. Hipple noted the application embraced the adaptive reuse of property within the Primary Service Area. He further noted concern regarding the consolidation of parking for the property and the use of impervious covering, in addition to future needs for parking.

Mr. Geddy concurred, noting any changes to the master plan would need the Board's approval regarding parking changes.

Mr. McGlennon noted numerous proffers were associated with this application. He asked what other uses remained.

Mr. Geddy noted several low-impact B-1 uses remained.

Mr. McGlennon asked what uses remained.

Ms. Haynes noted seven new by-right uses were available specifically to 259 Sandy Bay Road. She further noted those uses included catering and meal preparation larger than 5,000 square feet, farmers markets, food trucks, museums, parking lots as a primary use, retail food stores larger than 5,000 square feet, and small scale alcohol production.

Mr. McGlennon noted those uses were compatible with the plans for the property. He further noted future uses and Board approval to restore rights.

Ms. Haynes confirmed yes. She noted any redevelopment within the proffered uses would require a master plan amendment at minimum. Ms. Haynes further noted the need for a proffer amendment if any new redevelopment proposal was introduced.

Mr. Hipple thanked Ms. Haynes and Mr. Geddy. Mr. Hipple called the next speaker, Mr. David Tidwell, but he was not present.

2. Mr. Brad Ozmer, 204 Bergen Circle, addressed the Board noting he had family ties to one of the Sandy Bay Road properties. He noted his concerns regarding parking and asked for clarification on the limited access reference off Sandy Bay Road. Mr. Ozmer further noted he saw no vehicular traffic currently there.

Mr. Hipple and Ms. Larson noted follow-up with staff regarding No Parking postings. Mr. Hipple called the next speaker, Mr. Brandon Ozmer.

Mr. Ozmer declined to speak.

3. Ms. Gabrielle Kercado, 268 Sandy Bay Road, addressed the Board noting she was the closest neighbor to the brewery. She noted daily noise concerns and the stress of events and accompanying noise from the venue. Ms. Kercado further noted the proximity of the brewery to homes and the potentially higher percentage of people drinking and driving in the area near her home, adding safety was a major concern.

Mr. Hipple thanked Ms. Kercado for her comments. Mr. Hipple closed the Public Hearing as there were no speakers.

Ms. Sadler asked about the buffer between the brewery and the residential area.

Ms. Haynes noted there was existing vegetation at the back of the property. She further noted the standard 35-foot transitional landscape buffer would be required. Ms. Haynes noted any additional vegetation to the existing vegetation would be determined at the site plan stage. She further noted the master plan showed an average of a 60-foot buffer above the 35-foot requirement.

Mr. Hipple asked Ms. Haynes about the comment on the limited traffic access.

Ms. Haynes noted some resident concerns expressed prior to the August 4, 2021, Planning Commission meeting. She further noted concern regarding access from Sandy Bay Road, adding the master plan had always depicted entrances off Jamestown Road. Ms. Haynes noted the additional proffer which indicated no entrances from Sandy Bay Road directly.

Mr. Hipple asked about access off Sandy Bay Road being built.

Ms. Haynes noted no entrance would be built or improved at the rear of the property. She further noted that area would require vegetation if it was not already vegetated.

Mr. McGlennon asked Ms. Haynes about the efforts to avoid noise pollution and the limitations regarding the Sandy Bay Road neighbors. He asked about the limitations for both normal circumstances and occasional events.

Ms. Haynes noted the site was currently under the County's Noise Ordinance that restricted noise after 9 p.m. and which was plainly audible at 100 feet. She further noted there was no additional limitations under the Noise Ordinance. Ms. Haynes added the proffers restricted the noise amplification direction away from Sandy Bay as a filter.

Mr. McGlennon asked about noise level limitations when the site was operated as a garden center. He noted the noise from machinery, equipment, and customer vehicular traffic.

Ms. Haynes noted there were no direct daytime limitations. She further noted some noise limitation times varied within the County regarding the Noise Ordinance, but 9 p.m. was the set time in this location.

Mr. Hipple noted the lack of parking on Sandy Bay Road. He further noted the possibility of people parking on the road at a later date and complaints. Mr. Hipple noted the road was maintained by the Virginia Department of Transportation (VDOT), which would need to approve the County placing No Parking signs. Mr. Hipple asked Mr. Geddy if the applicant would work with the County for the signs to be placed.

Mr. Geddy noted if the County granted permission, then the applicant would place the signs.

Ms. Larson noted this application was an excellent use of the space. She further noted her concerns regarding parking and the music level. Ms. Larson noted the importance of the brewery owners being good neighbors and cognizant of noise to the neighboring area.

Mr. Geddy acknowledged those points, adding Mr. Halfpenny and Ms. Trainham were committed to being good neighbors.

Mr. Hipple reiterated Ms. Larson's point of redevelopment usage, adding it was a very good use of this site.

Mr. McGlennon noted the property was zoned for business. He further noted the expectation of certain business activity, but added the amount of potential proffer uses were indicative of a less intrusive nature to surrounding property owners. Mr. McGlennon noted his support of the application.

Ms. Sadler noted her support of economic development in the County and this application aligned with that support.

Ms. Larson, in a post-vote statement, requested any help that would assist the new business owners continue to be done.

2. SUP-21-0014. Busch Gardens Entertainment Event Facility

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Terry Costello, Deputy Zoning Administrator/Senior Planner, addressed the Board noting Mr. Anthony Loubier of Vanasse Hangen Brustlin, Inc. (VHB) had applied on behalf of SeaWorld Parks & Entertainment LLC. She noted the Special Use Permit (SUP) was for construction of a 32,500-square-foot building to be used partly as an entertainment event building and as a warehouse/storage facility. Ms. Costello further noted the building specifics and zoning designation of the SUP. She noted staff's review found the application was consistent with the Zoning Ordinance, Comprehensive Plan, and adjacent development. Ms. Costello further noted the Planning Commission voted 6-0 in favor of the application at its July 7, 2021 meeting. She noted staff recommended the Board's approval of the application.

Mr. McGlennon asked about the split use of the building.

Ms. Costello noted one area would house special events.

Mr. McGlennon asked about the building's drawings and dimensions.

Ms. Costello noted the building was approximately 32,000 square feet in size, 23 feet tall, and one story. She further noted the applicant, who was present, could answer additional questions.

Mr. Polster noted the application was straightforward and the Planning Commission had no questions for the applicant. He further noted the Planning Commission voted 6-0 in favor of the application.

Mr. Hipple opened the Public Hearing.

1. Ms. Suzy Cheely, Vice President of Design and Engineering at Busch Gardens and Water

Country, addressed the Board noting the building would house special events like Howl-O-Scream, the spring Food and Wine Event, and Christmas Town.

Mr. McGlennon asked if the building would look like the renderings with exterior decorative modifications for specific events.

Ms. Cheely noted that could possibly be the case. She referenced a building in Christmas Town with a cookie edge to it and the use of technology to create that look. Ms. Cheely further noted the warehouse aspect of the building allowed for storage.

The Board thanked Ms. Cheely.

Mr. Hipple closed the Public Hearing.

3. SUP-21-0015. Crosswalk Community Church Daycare and School

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Sadler noted, as a point of transparency, her grandchildren attended Greenwood Christian Academy. She further noted she had spoken with the County Attorney's Office and there was no conflict.

Mr. John Risinger, Planner, addressed the Board regarding the application on behalf of Crosswalk Community Church and Greenwood Christian Academy. He noted the SUP would allow for operation of a child daycare center and school, installation of two temporary classroom trailers, construction of a permanent modular building, and continued operation of a place of public assembly. Mr. Risinger further noted the zoning and past SUP details regarding school use. He noted this application would limit enrollment capacity of 200 pre-kindergarten to eighth grade students, and operation hours from 7 a.m. to 6 p.m., Monday through Friday. Mr. Risinger further noted the Planning Commission voted 6-0 to recommend approval at its August 4, 2021 meeting, adding staff recommended the Board also approve the application subject to the proposed conditions.

Mr. Polster requested a PowerPoint of the master plan to identify the concerns of the Planning Commissioners. He noted concern for the two temporary buildings (referenced as the two orange areas in the upper left side) and the buffering amount and vegetation between them and the housing development. Mr. Polster noted the Commissioners were told it was 35 feet with a permanent vinyl fence currently in place. He further noted concerns regarding the quality and durability of the modular building, adding the building was subject to all State Building Code requirements. Mr. Polster noted the SUP request for the construction of the building was prompted by an increase in enrollment over the past year, which he added was remarkable in light of the COVID-19 pandemic. Mr. Polster further noted the Planning Commission voted 6-0 in favor of the SUP.

Ms. Larson asked if any neighbors had been in contact.

Mr. Polster stated no.

Mr. Hipple opened the Public Hearing.

1. Mr. Mark Thornblom, 4608 Taber Park, addressed the Board noting he was representing Greenwood Christian Academy and the applicant. He noted he was also a member of the

Academy's School Board and serving as the liaison for the school with the church. Mr. Thornblom further noted he was joined by Ms. Tara Sagman, the pre-school lead at the Academy, Mr. Ryan Cantu of Wilmot Modular Structures, Inc., and Mr. Caleb Hurst of Draper Aden Associates. Mr. Thornblom expressed excitement at the increased enrollment at Greenwood. He noted the needs of parents coupled with the qualities of education at Greenwood have impacted the enrollment numbers, particularly in the pre-school area.

2. Mr. Cantu, 17182 Perinchief Street, addressed the Board and gave a PowerPoint presentation which highlighted other school projects Wilmot Modular Structures, Inc. had been involved with at various locations. He noted the materials and building components used in the projects and addressed aesthetics of walkways and lighting.

Mr. McGlennon asked if the classroom size at Greenwood was just under 500 square feet in size.

Mr. Cantu confirmed yes.

Mr. McGlennon asked if the PowerPoint presentation depicted a comparable room size.

Mr. Cantu confirmed yes. He noted the design was aimed for 35 students per classroom. Mr. Cantu continued the PowerPoint presentation showing the layout concept. He noted there was a 30-year plus longevity on installation elements if properly maintained. Mr. Cantu noted the building was a high performance structure designed to meet energy codes.

Mr. McGlennon asked if the building rendering was similar in size to Greenwood's building.

Mr. Cantu noted the Greenwood building would be double the size. He further noted the review at the site plan for compliance with James City County requirements.

Mr. McGlennon asked if a fire suppression system would be in the building.

Mr. Cantu confirmed no, adding the code requirements for space and use were met regarding egress and Americans with Disabilities Act requirements.

3. Mr. Alan Parrish, 105 Leon Drive, addressed the Board noting he lived behind the rear of the Crosswalk Community Church. He noted the lack of vegetation between his property and the trailer and questioned control of noise and sound. Mr. Parrish further noted the 4-foot vinyl fence on the master plan was insufficient for noise mitigation. He asked if the Board could review that point and possibly have the vinyl fence height raised.

Mr. McGlennon asked if the suggestion was to raise the vinyl fence to six feet.

Mr. Parrish confirmed yes. He noted four feet was sufficient for keeping students inside the school grounds, but six feet was better for noise.

4. Mr. Marshall Sheetz, 107 Leon Drive, addressed the Board noting he lived behind the church property and was Mr. Parrish's neighbor. He read a letter from Mr. and Mrs. Peter and Frances Derks of 110 Vaiden Drive in Indigo Park on concerns regarding the application. Mr. Sheetz noted his concerns focused on traffic at John Tyler Highway with the increase in the student number and the reduction from four to two lanes on Route 199 to Stanley Drive. He further noted the possibility of speed reduction signs with flashing lights for the school zones. Mr. Sheetz noted his concerns regarding sound mitigation and the picketed vinyl fence and potential liability issues there. He questioned the quick process for the project and correspondence to neighbors.

Ms. Larson asked Mr. Sheetz if the Greenwood Director or Mr. Mark Morrow from Crosswalk had contacted him.

Mr. Sheetz said no.

Mr. Hipple closed the Public Hearing as there were no additional speakers. Mr. Hipple asked Mr. Risinger about the height of the vinyl fence.

Mr. Risinger noted with the proposed conditions, a fence would not be required. He further noted if the applicant chose to add the taller fence for screening, staff would welcome the addition.

Mr. Hipple asked Mr. Thornblom about the possibility of the taller fence.

Mr. Thornblom noted discussion on a taller fence, six or eight feet, was ongoing. He further noted it served as both a noise and security feature. Mr. Thornblom stated Greenwood Christian Academy would be amenable to the taller fence.

Mr. Hipple questioned six feet for fencing per County Code.

Mr. Jason Purse, Assistant County Administrator, noted the six-foot requirement was not required to be inspected. He further noted there were no building requirements for six feet.

Mr. Hipple noted a 6-foot fence would address one concern.

Mr. McGlennon asked if the fence change was included as a proffer and reflected as such in the resolution.

Mr. Hipple asked if that was possible.

Mr. Paul Holt, Director of Community Development and Planning, noted this application was an SUP. He further noted on that point, the County could stipulate the conditions and the Board could amend the resolution to reflect that point.

Ms. Sadler asked Mr. Thornblom about the current total enrollment.

Mr. Thornblom responded 160 with plus or minus five students.

Ms. Sadler asked if the location for the older students would be at the shopping center across the street.

Mr. Thornblom noted with the project completion that would be the case. He further noted the new building would house 2-year-olds to 5- or 6-year-olds.

Ms. Sadler asked if the entire enrollment would be housed together.

Mr. Thornblom stated no.

Ms. Sadler asked about recess and outdoor noise.

Mr. Thornblom noted there were conditions in place and which Greenwood was in compliance. He further noted a taller, solid fence would replace the current picketed one.

Mr. Icenhour noted the temporary buildings were for one school year with a transition to the permanent building. He asked if just pre-school children would be in the temporary buildings

for the next school year and how many children would be those temporary buildings.

Mr. Thornblom noted the temporary modulars going in place for this school year will house the fifth through eighth graders. He further noted that was approximately 29 students and four teachers.

Mr. Icenhour noted 29 students for the next school year.

Mr. Thornblom confirmed yes for the 2021-2022 school year.

Mr. Icenhour asked about the permanent building and pre-kindergarten to possibly first grade housed there.

Mr. Thornblom responded it would not be any more than kindergarten.

Mr. Icenhour asked about the number of students there.

Mr. Thornblom noted the square foot formula per child equaled approximately 14-15 students per classroom, with a total maximum of 150-165. He further noted the goal was to keep classroom numbers as small as possible.

Mr. Icenhour asked about traffic projections.

Mr. Thornblom noted he was not anticipating any issues as there was ample driveway room for parental drop-off and pick-up.

Mr. Icenhour thanked him.

Ms. Sadler asked about the current enrollment number at the Kingsway campus.

Mr. Thornblom noted it was 29.

Mr. Icenhour asked Mr. Risinger about traffic concerns and if the pattern would remain similar to that of the past.

Mr. Risinger noted staff expected similar use. He further noted the conditions would continue the maximum 200 student number on the property. Mr. Risinger added the expectation was based on the age of the students as non-drivers who would require drop-off and pick-up.

Mr. Icenhour asked if there had been any issues with the traffic previously.

Mr. Risinger noted he was not aware of any.

Mr. Icenhour thanked Mr. Risinger.

Mr. Hipple asked about school zone signs, noting the Williamsburg Montessori School had signs. He noted discussion with Mr. Rossie Carroll, Virginia Department of Transportation Williamsburg Residency Administrator, on signage for reduced speed in a school zone. Mr. Hipple noted the safety aspect of the signs.

Mr. Risinger noted staff would follow-up on possibilities.

Mr. Hipple noted County staff was very good on sending correspondence and notifying residents of meetings. He apologized to any residents who had not received correspondence.

Mr. McGlennon asked if the fence would be six feet. He inquired if the fence would be wood.

Mr. Thornblom noted it would be a solid 6-foot fence, whether vinyl or wood, and not picketed.

Mr. Hipple noted staff could work with the applicant on the material.

Ms. Larson asked Mr. Holt about the residents who received notice regarding meetings.

Mr. Holt noted State Code required notice be sent to all the property owners that are directly adjacent to the property in question. He further noted the public hearing notice in the newspaper and courtesy red signs on the property also provided information.

Ms. Larson thanked Mr. Holt. She encouraged reaching out to neighbors to share information.

Mr. Icenhour noted the motion included the amendment to add the solid 6-foot fence provision to the resolution.

4. SUP-21-0013. 2631 Lake Powell Road, Tourist Home

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Tom Leininger, Senior Planner, addressed the Board regarding the application for an entire three-bedroom residential home to be used as a tourist home. He noted the specifics of the zoning district, adding the owner would live off-site on an adjacent property. Mr. Leininger further noted staff's conditions on the application included restrictions on signage and lighting. He noted the Planning Commission voted 6-0 in approval at its August 4, 2021 meeting. He further noted staff recommended the Board approve the application subject to the conditions.

Ms. Larson noted previous applications and owners off-site. She further noted the owner would be next door to the property.

Mr. Polster noted there were several factors in favor of this application which were consistent with tourist home uses in the 2035 Comprehensive Plan and the proposed 2045 Comprehensive Plan. He further noted the proximity of the owner to the rental property, the location was not within a major or minor subdivision, and properties to the south are designated rural lands on the 2035 Comprehensive Plan Land Use Map. Mr. Polster noted one Planning Commissioner had been in favor of maintaining the moratorium on tourist home rentals until adoption of the 2045 Comprehensive Plan; however, it was further noted the application seemed consistent with the proposed language. Mr. Polster stated the other Commissioners agreed and voted 6-0 in favor of the application.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no speakers.

Mr. McGlennon noted he was familiar with the property and the homeowners. He further noted the adjacent wooded area. Mr. McGlennon referenced a previous application in the Lake Powell area that had an off-site owner and more residential development, adding this application looked better to him.

5. Disposition of James City County Property for the Widening of Croaker Road

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

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

Ayes: Hipple, Larson, McGlennon, Sadler

Absent: Icenhour Jr

Mr. Holt addressed the Board highlighting the widening project, which began in 2012. He noted the project was now fully funded and designed and has moved from engineering to right-of-way phase. Mr. Holt noted the construction phase with a two-year duration is slated to begin in Fiscal Year 2023. He further noted the details of the project which include widening, pedestrian and bicyclist facilities, enhanced landscaping, and existing overhead utilities will be moved underground. Mr. Holt noted the need for easements from James City County for the project. He further noted staff's recommendation for adoption to allow the County Administrator the authority to execute the necessary documents for the utility easements.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no additional speakers.

At approximately 6:51 p.m., Ms. Larson left the meeting.

Mr. Icenhour lost his connection to the meeting and was absent for the vote.

H. BOARD CONSIDERATION(S)

1. Approval of \$85,000,000 Williamsburg Landing bond issuance

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

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

Ayes: Hipple, Larson, McGlennon, Sadler

Absent: Icenhour Jr

Ms. Parman addressed the Board noting for the record she was the Assistant County Attorney. She noted the Economic Development Authority (EDA) had approved an \$85 million bond issuance for the Virginia Williamsburg Landing. She noted the issuance was for refinancing of existing bonds and various other improvements. Ms. Parman further noted this was not debt of either the EDA or the County, adding the Internal Revenue Code required the Board of Supervisors approve issuance of the bonds as indicated in the resolutions in the Agenda Packet. Ms. Parman noted Mr. Chris Kulp of Hunton Andrews Kurth, LLP, both the EDA and the County's outside bond counsel, had reviewed and approved all the associated documents. She further noted the applicant's attorney, Mr. T.W. Bruno, was also in attendance.

Mr. Hipple asked if Mr. Icenhour was online. He noted the connection was lost.

Mr. Icenhour lost his connection to the meeting and was absent for the vote.

At approximately 6:53 p.m., Ms. Larson returned to the meeting.

2. Appeal of Notice of Violation, 5032 River Drive

A motion to postpone until the October 12, 2021 Regular Meeting was made by Ruth Larson,

the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Parman addressed the Board noting Mr. Gregory Bean was present on behalf of his client, Mr. Danny Patterson. She noted Mr. Bean was requesting a postponement of his appeal at the October 12, 2021, Board of Supervisors regular meeting. Ms. Parman further noted the County Attorney's Office had no objections to the request, adding the Office was working with Mr. Patterson on a settlement to address the violations on the property.

Mr. Bean of Gordon Rees Scully Mansukhani, LLP addressed the Board as Mr. Patterson's representative. He noted meeting with Ms. Parman and Mr. Mike Woolson, Section Chief of Resource Protection, on a potential agreement. He further noted putting the contractor, RA Coleman, Inc., on notice for involvement. Mr. Bean noted discussion with Mr. Patterson's neighbor, Mr. Gary McSherry, in combining for a potential settlement. He further noted there were numerous parts, thus the request for the deferral until the next meeting.

I. CLOSED SESSION

None.

J. ADJOURNMENT

1. Adjourn until 1 p.m. on September 28, 2021 for the Business Meeting

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:56 p.m., Mr. Hipple adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
September 28, 2021
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

P. Sue Sadler, Vice Chairman, Stonehouse District - via phone
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Berkeley District
John J. McGlennon, Roberts District
Michael J. Hipple, Chairman, Powhatan District

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

Mr. Hipple requested a motion for Ms. Sadler to participate remotely due to a medical issue that prevented her from attending.

A motion to allow Ms. Sadler to participate remotely was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour, Jr, Larson, McGlennon

Absent: Sadler

C. PRESENTATION

1. Retiree Recognition – Karrie D. Lee

The presentation did not occur.

2. Retiree Recognition – Joan M. Etchberger

Mr. John Carnifax, Director of Parks and Recreation, came forward to make the retiree recognition for Ms. Etchberger. He noted Ms. Etchberger was hired in 1984, adding she had worked for the County for several years. He noted some of her career highlights included her role in 1985 as the first Board of Supervisors Secretary. Mr. Carnifax further noted Ms. Etchberger had worked as a Building Permit Technician, then as an Environmental Technician, and then in 2007, she joined Parks and Recreation. He noted her work on the management and rentals of Legacy Hall and the Parks and Recreation Advisory Commission. Mr. Carnifax thanked Ms. Etchberger for her years of service to Parks and Recreation and to James City County.

Ms. Etchberger noted it had been a great adventure working for the citizens of James City County.

Mr. Hipple presented a certificate of service to Ms. Etchberger for her 37 years of service. He thanked her for her service and dedication to the County.

3. 2021 VACo Achievement Award

Ms. Toni Small, Director of Stormwater and Resource Protection Division, addressed the Board with an introduction of Ms. Phyllis Errico, General Counsel for the Virginia Association of Counties (VACo).

Ms. Errico noted she was present to celebrate one of James City County's premiere programs. She further noted VACo, in existence since 1934, had been serving and supporting County officials' efforts through advocacy, education, member service, and communication efforts. Ms. Errico noted VACo established the achievement award program in 2003 to recognize counties which adopted innovative programs providing public service. She further noted these programs served as models for other counties. Ms. Errico stated this year's program, its 19th year, 102 entries were received with 19 winning counties. She noted James City County has won this achievement award eight times in those 19 years. Ms. Errico gave a brief history on the judges, citing their time serving local governments, and listed the four criteria for eligibility. Ms. Errico noted James City County's entry met all four criteria with the Clean Water Heritage Grant Program.

Ms. Small noted the County's Stormwater and Resource Protection Division managed the Clean Water Heritage Grant Program. She further noted the program promoted maintenance of privately owned neighborhood drainage systems and private stormwater facilities or Best Management Practices (BMPs) in a manner that best supports the safety and general welfare of all County residents. Ms. Small noted the history of the program, which supported homeowner associations (HOAs) with matching grant funds for assistance with inventory, inspection, maintenance, and repair of their respective stormwater system components and facilities. She further noted funding was allocated from the Stormwater Division's general operating budget, with approximately 20 projects funded annually. Ms. Small added a key component to the program's success was the partnership and coordination between County staff and the individual HOAs. She noted the program was primarily coordinated by Mr. John Fuqua, Stormwater Coordinator/Watershed Planner.

Ms. Errico presented the award to Ms. Small and the Board of Supervisors.

4. National Night Out Proclamation

Mr. Hipple welcomed Police Chief Eric Peterson. Mr. Hipple read the proclamation addressing October 5, 2021 as National Night Out, an annual program promoting a strong police-community partnership for safer and more caring neighborhoods.

Chief Peterson noted this year's event would be different and would take place at the Law Enforcement Center, a centralized location. He further noted he looked forward to everyone attending the event.

5. Clean County Commission Annual Report

The presentation did not occur.

6. VDOT Quarterly Update

Mr. Rossie Carroll, Virginia Department of Transportation (VDOT) Williamsburg Residency Administrator, addressed the Board with an update for June 1, 2021-August 31, 2021. He noted 650 work orders were received with 516 completed, adding the outstanding ones were drainage, roadway vegetation, and some traffic engineering. Mr. Carroll further noted some

quarterly highlights included: 67 drop-in repairs, 21 lane miles of sweeping, completion of 2.5 miles of roadway ditching, roadway patching with 72 tons of asphalt, and completion of the most recent primary and secondary mowing cycle on September 10, 2021. He stated a primary mowing and litter pickup will begin October 11 with the season's final mowing and litter pickup on November 8, 2021, which will include primary and secondary routes within the County. Mr. Carroll continued the update noting the Interstate 64 Segment Three project work, adding it was on schedule for completion in December 2021. He noted some daytime flagging operations on the Longhill Road widening project, adding project completion was slated in approximately two months. Mr. Carroll further noted the Olde Towne/Longhill Road share project was also slated for completion in two months. Mr. Carroll stated the first two phases of the Skiffes Creek connector project were under construction. He noted an update to the plant mix schedule in the Agenda Packet. Mr. Carroll continued his update addressing on-call pipe rehabilitation and maintenance projects, drainage work, Route 60 roadway sweeping, and pipe repair. He noted several upcoming projects included the widening of Croaker Road from the James City County Library to Route 60, sidewalks and bike ways on Route 60 from Croaker Road to Old Church Road, Pocahontas Trail, Virginia Capital Trail Phases A and B, SmartScale projects, and speed studies throughout the County.

Mr. Icenhour asked about the work near Brookhaven.

Mr. Carroll noted the pipe joints were separated and causing the drainage issue. He further noted repairs to the joints would occur and the ditch had been cleared.

Ms. Larson noted the Commonwealth of Virginia had noted a revenue surplus. She asked if there was any mention of the surplus in relation to VDOT, particularly with moving projects forward or additional mowing.

Mr. Carroll stated he did not know at this time, but would provide updates as he knew more.

Mr. McGlennon thanked Mr. Carroll and expressed appreciation for the sweeping on Pocahontas Trail. He asked if public input on the Pocahontas Trail was upcoming.

Mr. Carroll noted not at this time.

Mr. McGlennon thanked Mr. Carroll for the paving work on Neck-O-Land Road and Lake Powell Road. He noted his August meeting with Mr. Carroll concerning the Rolling Woods neighborhood and asked about a possible schedule.

Mr. Carroll noted a patching award he was pursuing at the time of their meeting had been pushed out, but he was awaiting the award to address the patching work needed.

Mr. McGlennon asked about the light timing at Brookwood Drive and Route 199.

Mr. Carroll noted communication on that area was being addressed, adding a fiber optic project on Route 199 was forthcoming. He further noted upcoming studies and coordinating projects.

Mr. McGlennon asked if school traffic was an impact or if there was a general increase in traffic.

Mr. Carroll noted the impacts he had received focused on concerns at the intersections at the schools. He further noted with more students in school, there was also a higher rate of peak morning and evening traffic. Mr. Carroll stated review of those intersections to make adjustments or improvements for traffic concerns.

Mr. McGlennon noted the lack of school bus drivers and more parents driving their children to school in the County. He asked if traffic control could be managed through the police or VDOT.

Mr. Carroll noted each school was distinctive with many having specific school zones identified for speed reduction times or traffic guards. He further noted the location of the school was also a factor. Mr. Carroll added the infrastructure was critical at these locations, specifically proper sight distance and driver awareness.

Ms. Sadler noted she had received complaints from parents in the area in front of Stonehouse Elementary School. She further noted this was an ongoing issue. Ms. Sadler stated residents were asking for stoplights in the area. She noted her thanks in addition to those of residents to Mr. Carroll for the speed reduction zone heading into Barhamsville.

Mr. Carroll thanked her. He noted the Regional Safety Analysis (RSA) which had been done at Schoolhouse Road, Rochambeau Drive, and Old Stage Road. Mr. Carroll further noted with both Williamsburg Christian Academy and Stonehouse Elementary School fully operational with in-house students, the RSA committee was going to reconvene in October to evaluate possible timely improvements.

Mr. Hipple noted schools had sent notification to parents requesting they drive their children to school in the absence of bus drivers. He further noted the possibility of less traffic as more bus drivers were sought. Mr. Hipple referenced the classroom addition at Crosswalk Community Church on John Tyler Highway that was discussed at the Board's September 14, 2021 meeting. He noted one speaker had asked if a slow school zone could be placed there for traffic control.

Mr. Carroll asked about the school.

Mr. Hipple noted the school was pre-school to eighth grade. He further noted the school was on both sides of John Tyler Highway and some classes would relocate with the addition, adding the younger students would stay on the church campus side of the road.

Mr. Carroll responded to give his name and number as a contact point to the school.

Ms. Larson asked Mr. Carroll if he would keep the Board updated on that point. She noted the current congestion in that area.

Mr. Carroll noted he thought it would qualify as a school zone, but he would research the area.

Mr. Hipple noted the grass growth in the Norge area was over the curb.

Mr. Carroll noted Toano had already been trimmed and Norge was next.

Mr. Hipple noted a hole in the road near the Candle Factory in Norge with a cone next to the curb. He asked Mr. Carroll to check that situation.

Mr. Carroll noted it was a sinkhole.

Mr. Hipple noted he had received numerous calls about the Wawa at the James City County-York County line and the turn, particularly for the nearby neighborhood on Mooretown Road. Mr. Hipple thanked Mr. Carroll for his work.

D. CONSENT CALENDAR

Mr. Hipple asked if any Board member wished to pull any items.

No Board Supervisor wished to pull any items.

1. Minutes Adoption

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The minutes Approved for Adoption included the following minutes:

-June 22, 2021, Business Meeting

-July 13, 2021, Regular Meeting

-July 27, 2021, Business Meeting

2. Authorization for Two Emergency Communication Officer Over-Hire Positions

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

3. Grant Award - Virginia E-911 Services Board Public Safety Answering Point - \$3,000

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

4. Grant Award- Virginia Fire Programs Fund - \$271,218

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

5. Grant Award - Four-for-Life - Return to Localities Fund - \$69,309

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

6. Grant Award - Radiological Emergency Preparedness - \$30,000

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

7. Grant Award - Department of Motor Vehicles - Speed Enforcement - \$29,866

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

8. Grant Award - Department of Motor Vehicles - Occupant Protection - \$6,424

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

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

9. Grant Award - Department of Motor Vehicles - Alcohol Enforcement - \$24,485

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

10. Grant Award - Commonwealth Attorney - Virginia Domestic Violence Victim Fund - \$41,030

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

11. Grant Award - Commonwealth Attorney - Victim Witness Assistance Program - \$183,260

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

12. Grant Award – Moses Lane Project Planning Community Development Block Grant - \$50,000

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

13. Grant Award - 2021 Scattered Site Housing Rehabilitation Community Development Block Grant - \$720,500

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

14. Board Appropriation - Surety Funding - Landfall at Jamestown - Phase 2B - \$21,000

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

15. Contract Award - Jamestown Beach Event Park Paving Project - \$118,560

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

16. 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant - Adoption of Required Fair Housing Certification

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

17. 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant - Adoption of Required Section 504 Grievance Procedure for Disability Nondiscrimination

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

18. 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant - Adoption of Required Housing Rehabilitation Program Design and Residential AntiDisplacement and Relocation Plan

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

19. Community Development Block Grant Local Business and Employment Plan

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

E. BOARD DISCUSSIONS

1. Discussion of Regional Indoor Sports Complex

Mr. Doug Pons, Mayor of the City of Williamsburg, addressed the Board noting he was joined by Mr. Andrew Trivette, City Manager, and Mr. Robbi Hutton, Director of Parks and Recreation. He noted a representative from Victus would be joining the meeting online. Mr. Pons further noted this discussion was an opportunity to work collectively and incorporate the sports tourism component to the area. He noted sports tourism was a growing industry, adding the City of Williamsburg had created a Tourism Product Fund to address most of the project's funding. Mr. Pons stated the City's group was present to seek collaboration and request funding to support the project.

Mr. Trivette addressed the Board highlighting the sports complex project began in 2014 for the City of Williamsburg, James City County, and York County. He noted continued discussion on the project since that time. Mr. Trivette further noted in 2019 a decision was made to either pursue the project for the region or dismiss it as a non-viable regional option. He stated the decision to pursue the option was worthwhile, and he hoped the County felt the same way. Mr. Trivette explained the current option was the product of an application from the Williamsburg Hotel Motel Association to the City's Tourism Product Fund requesting funding for construction of a regional sports facility. He noted the City allocated half of the expected funding needed for capital construction, which prompted the City to move forward on the project. Mr. Trivette further noted the formation of a regional task force, the Historic Triangle Sports Advisory Committee (HTSAC), which was comprised of members from both James City County and York County, the respective County Administrators, Parks and Recreation Directors, Economic Development Directors, and the Executive Director of the Williamsburg Hotel Motel Association. He stated discussion focused on the economic development model, market competitiveness component, and location. Mr. Trivette noted the Committee met and determined the best site was the current Colonial Williamsburg Visitor Center location, adding the property was over 100 acres. He further noted the Visitor Center would remain, but building on the campus and utilizing existing parking and some buildings. Mr. Trivette added this project would create a regional draw, the location was central to all three jurisdictions, and would benefit the three localities. He noted a letter had been sent to the Board highlighting the potential financial model that would be used. Mr. Trivette further noted a request that the Board consider entering into an authority with the City of Williamsburg and York County, adding it would be called the Historic Triangle Recreational Authority. He stated the Authority would govern the site at the Visitor Center, ensuring construction and management of the facility upon opening. Mr. Trivette noted Mr. Walter Franco of Victus Advisors would join the

meeting remotely to discuss the market analysis component of the HTSAC's work.

Mr. Franco noted he was the Director of Research for the Facility Market Study which took place last year. He further noted the Study goals in his presentation to the Board, in addition to recommendations and economic impact analysis. Mr. Franco noted a strong local presence was necessary in maintaining such a facility. He further noted this was events such as local practices, rentals, and local Parks and Recreation planning for a sustained period of time, typically Monday through Thursday. Mr. Franco stated this primary draw was usually from within a 30-minute drive radius of the City, while the secondary draw was within a 60-minute drive radius of the City. He noted the 30-minute drive time encompassed most Parks and Recreation events and local recreational teams, adding some of that was accounted for in the 60-minute radius also. Mr. Franco stated he would address the weekend component which included regional and multi-day use later in the presentation. He continued the presentation highlighting data from local users on their needs, usage, and interest based on amenities and such if a regional sports facility was built. Mr. Franco noted zero of 12 interviewees indicated they would not use the facility, eight indicated likely or definitely use, and four indicated possible use, adding these numbers represented positive feedback for a regional sports complex. He further noted with such a complex, expansion of existing programs frequently occurred in addition to new organizations developed to use the facility. Mr. Franco noted the economic impacts associated with weeklong use for tournaments in this type of regional sports complex. He further noted in his presentation the importance of youth and amateur sports tourism as economic drivers. Mr. Franco indicated the mega-stadium, such as those used for professional or collegiate football, did not generate the economic impact such as a youth or amateur sports facility. He added the indoor facility, in particular, allowed year-round use, adding weekend events had the potential to host multiple events where overnight accommodations and dining options would be needed for families. Mr. Franco continued the presentation highlighting the annual growth in sports tourism over the past several years. He noted this growth sparked interest within communities to be part of the trend, adding not all communities had the necessary strengths to accomplish that goal. Mr. Franco further noted Williamsburg was poised to capitalize on the trend. He continued his presentation highlighting local and national levels of participation categorized by sports, both indoor and outdoor. Mr. Franco identified the four key factors that identify a site for sports tourism: quality of sports venues, proximity and access, hotels and amenities, and reputation and brand. He noted Williamsburg as a potential site had no indoor sports tourism venues, but did have the other three factors as highlighted in the presentation. Mr. Franco highlighted the regional tournament drive-time zones for two and a half to five hours from Williamsburg. He continued the presentation highlighting a map of comparable sports facility locations throughout the Mid-Atlantic region. He noted not all of the facilities were located in communities with the same amenities that Williamsburg had to offer. Mr. Franco further noted the indoor sports center recommendations were 12 basketball courts (which could be converted to 24 volleyball courts), a facility of a minimum 150,000 square feet with portable bleachers, and a hybrid local-regional approach for mixed use with local use for weekdays and sports tourism use for weekends. He noted these numbers were based on demographics and need. Mr. Franco continued the presentation highlighting the potential construction costs based on regional sports facilities of similar size that were built within the last 10 years. He noted potential cost increase due to inflation was likely. Mr. Franco continued the presentation highlighting the estimated annual utilization by facility hours, adding Parks and Recreation constituted a majority of use per the supplied chart. He noted the balance between local use and regional use as an economic impact. Mr. Franco continued the presentation highlighting estimated out-of-market visitation use with the weekday and weekend breakdown. He noted approximately 76% cost recovery in a stabilized year of operations using a financial formula for the complex. Mr. Franco noted this was typical of a publicly owned facility, which embraced a balance between community benefit and sports tourism. He further noted a privately owned facility focused on profit and revenue as the only objectives with a concentration on rentals and other factors. Mr. Franco highlighted the estimated monthly usage for the facility.

Mr. McGlennon asked about the financial impact to James City County. He questioned continuation of funding toward the Greater Williamsburg Chamber and Tourism Alliance, which would be allocated into the Sports Authority Fund to facilitate costs. He asked if approximately \$500,000 to a cap of \$750,000 from other County revenue sources would be required as additional funding.

Mr. Stevens noted that was the request from the City of Williamsburg for the Authority to be successful and the facility operational. He further noted the facility operational deficit was expected, adding the return on investment per specific locality was difficult to determine. Mr. Stevens added the meals tax was not included. He noted the view of the project overall as positive cash flow did not appear so in terms of the facility, adding it did serve as a plus for the community.

Mr. McGlennon asked if the facility would serve as an offset to new community recreation facilities.

Mr. Stevens confirmed yes, adding the continued need for indoor gym space. He noted discussion with the Williamsburg-James City County School Division on a short-term plan, adding if the facility request did not move forward, a Capital Improvements Program request would come before the Board for more gym space. Mr. Stevens further noted it would be smaller scale than the projected facility, but also without the generated revenue or sports tourism draw.

Mr. Trivette confirmed yes. He noted three documents were required to move forward on project construction. He further noted one was a lease of Colonial Williamsburg, another was formation of the Authority, and the third was a Memorandum of Agreement addressing financial contributions, which would come later. Mr. Trivette noted the operational piece of the project was vague pending the Authority's decision on whether the operational management would be handled in-house or from an outside hire.

Mr. McGlennon questioned the cap of \$750,000 if the deficit exceed \$1.5 million.

Mr. Trivette noted the Authority would need to address that loss in such a case. He further noted the possibility of redirection of maintenance money to the Authority as a revenue stream outside of additional contributions from the three localities. Mr. Trivette noted the surplus that would grow annually to address a possible deficit year.

Ms. Larson noted the question of who would operate the complex. She further noted both the City and the County had outstanding Parks and Recreation Departments. Ms. Larson noted the need to attract national tournaments to the local area and questioned if Victus Advisors had information on in-house versus outside management.

Mr. Trivette noted the City and the two counties could operate the facility in terms of local programming and maintenance. He further noted the aspect of attracting sports tourism to the facility was not within the local realm, adding his recommendation was to review an outside firm to handle the national attraction aspect, but also the local programming and maintenance. Mr. Trivette added incorporation of those components created an incentive for success of the facility, in addition to management of the local and regional sports aspects.

Mr. Franco noted the aspect of hiring a private operator, typically an expert in the field with the expanded national reach, can sometimes be cost prohibitive in terms of fees. He further noted the fee management range was \$150,000 to over \$200,000 annually. Mr. Franco stated additional costs for the operator to attend national conventions and networking events. He noted some localities, in forming an authority, will create a sports commission board and

designate a member as a sales manager to attract and book events for an annual calendar. Mr. Franco further noted possible friction between a private operator at a public facility when local events are bypassed for national sports events and maintaining balance between community and economic benefit.

Mr. Hipple asked Mr. Trivette if the three localities would be considered equal partners.

Mr. Trivette noted that was his proposal. He further noted the City and the County were in similar situations if the proposal was not accepted, then City Council, like the Board of Supervisors, would need to consider other options such as expansion to the Quarterpath Recreation Center to meet the needs of City residents. Mr. Trivette noted York County had its population split with amenities for the lower part of York County. He further noted the development growth in the upper part of York County and inclusion in the project to address possible needs there. Mr. Trivette said equal use among the localities aided in negotiation if situations arose.

Mr. Hipple asked about the reference in the presentation to the eight basketball courts needed for the City of Williamsburg with a total of 12 courts. He inquired if eight was the number for everyone.

Mr. Trivette confirmed eight was for all localities. He noted the City of Williamsburg had paid Victus Advisors for its work. Mr. Trivette further noted the HTSAC, which was comprised of representatives from each locality, had been charged with determining the local programming need for all three entities. He stated that collective information was then supplied to Victus for comparison to determine what was needed to attract sports tourism. Mr. Trivette confirmed the data in the report matched the programming needs for all three jurisdictions.

Mr. Hipple noted the \$481,000 loss depicted in the presentation. He further noted watching that amount over time, adding revenue should be gained from hotels, retail, and tourism within the jurisdiction. Mr. Hipple questioned the sports tourism rate for Virginia as shown in the presentation.

Mr. Franco noted that rate was national, not state.

Mr. Hipple noted he was curious what the local growth rate would be. He further noted Monday-Thursday represented weekday use with Friday-Sunday for weekend use and sports tourism. Mr. Hipple asked about that schedule if a team wanted the Sunday-Tuesday timeframe.

Mr. Trivette noted that component would be the most challenging in the facility operation. He further noted the prioritization component between the two uses and seeking assistance from Parks and Recreation Directors for finding an alternative facility for the weekday use for that particular event. Mr. Trivette added it was unusual for a sports tourism event during the week.

Mr. Hipple asked if James City County was using four courts on average, was the payment based on that four-court usage.

Mr. Stevens noted some of the specifics were still being addressed. He further noted he envisioned if James City County was using the facility for its Parks and Recreation usage, then the County would not pay. Mr. Stevens said the County would have a set schedule for a specific number of courts for community use with Parks and Recreation coordinating that use. He noted the additional four courts set aside could potentially be rented for travel team or sport league practices. Mr. Stevens further noted the possibility of a workout room in the facility to complement the sports tourism and for community use. He added additional discussion points could be addressed at the facility's detail design, in addition to possibly

charging a membership fee, and other points.

Mr. McGlennon asked if youth versus adult was the predominant group for the activities in the sports tourism aspect.

Mr. Franco noted 70% or more were youth in reviewing the use of indoor sports facilities. He further noted outdoor use included adult soccer and adult softball tournaments. Mr. Franco noted an increase in adult indoor use for pickleball tournaments.

Mr. McGlennon noted the use of youth programs and coordination of those programs.

Mr. Trivette noted the coordination of the various sports offered without service duplication by the respective Parks and Recreation Departments.

Mr. Icenhour noted reference to a 10-acre facility within the 100-acre Colonial Williamsburg site. He asked if the facility would be located separately from the Visitor Center at a different location, adding he initially thought the facility would replace the Visitor Center.

Mr. Trivette answered yes and no. He noted the lease was still being finalized with Colonial Williamsburg for consideration by the Authority upon its formation. Mr. Trivette further noted three potential project sites had been identified on the property, consisting of approximately 69 acres. He stated as each project site was activated, a new lease would be initiated for that project and each locality would determine the extent of its involvement per each site. Mr. Trivette noted the question on the Visitor Center depended on Colonial Williamsburg, adding its recognition for a large visitor reception area had passed since its inception in the 1970s. He further noted the technological changes of buying tickets via smartphones as opposed to purchasing them on-site at the Visitor Center. Mr. Trivette added he felt the building could potentially become available to the Authority over time.

Mr. Icenhour noted a potential 75-year lease reference in the paperwork supplied to the Board. He further noted concern for that timeframe with the desire for a potentially shorter lease term.

Mr. Trivette confirmed it would be a shorter term.

Mr. Icenhour asked Mr. Stevens about the direction, noting the need for a decision today or a resolution to be presented at a later date.

Mr. Stevens noted today's presentation was informational for the Board and to determine if there was opposition to the project. He further noted obtaining the Board's indication to pursue ongoing discussion on the project, but a vote was not required. Mr. Stevens noted the next steps would involve working with the City of Williamsburg on the documents to form the Authority for presentation at the November 9, 2021 meeting's public hearing. He further noted following that meeting, the Authority would be formed and the project would begin.

Mr. Icenhour noted there were several aspects to address and work through the objectives such as one partner withdrawing in the future and a clearer view of construction and operation costs.

Mr. Hipple noted for the Authority, he would like elected officials to be voting members on that group. He further noted additional members would be included, but would like to see elected officials as voting members due to the financial aspect.

Mr. Stevens noted the County Administrators were open to the direction of the respective Boards. He further noted the initial details involved County Administrators, City Manager,

Parks and Recreation Directors, and Economic Development Directors, adding after the Authority's formation, more answers and details would be available to share with the Boards at the next phase for the long-term commitment. Mr. Stevens noted that if the Board wanted elected officials initially, that could be worked into the plan.

Mr. Hipple noted he understood working through the details, but emphasized when finances were involved, the elected officials needed to be involved as well. He further noted elected officials were responsible for how and where the money was spent.

Ms. Sadler noted she had no questions as they had previously been answered.

Ms. Larson noted the Tourism Council had not met yet to discuss the change to the Memorandum of Understanding (MOU). She further noted the COVID-19 pandemic had reiterated the community's reliance on tourism, adding a new product was needed. Ms. Larson expressed her enthusiasm for the project, citing the growth of sports tourism as a business. She noted the continued need for a sports facility and the local use component. Ms. Larson further noted the investment for the facility and the connection to the promotion of tourism. She expressed her appreciation to all involved with the project.

Mr. Trivette noted a similar presentation would be made to York County next week. He further noted a November schedule for organization of the Authority as presented to James City County.

Mr. Hipple thanked Mr. Pons and Mr. Trivette.

F. BOARD CONSIDERATION(S)

1. 2021 Redistricting

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Liz Parman, Assistant County Attorney, addressed the Board stating the County was required to redistrict every 10 years following release of the decennial population data from the United States Census Bureau. She noted the County had received Census population data in August 2021. Ms. Parman presented a PowerPoint presentation highlighting the data showing an overall population increase in all the County's districts, adding the growth was not even across the districts. She noted Stonehouse was now the largest district with a population of 17,770 and Roberts was now the smallest district with a population of 14,414. Ms. Parman further noted the growth percentage for the other three districts in the presentation. She stated in reviewing redistricting, consideration must include local electoral districts, must be contiguous and compact, have near equal resident population, and have clearly defined and observable boundaries per the Virginia Code. Ms. Parman noted the ideal district size in the County was 15,650. She further noted staff recommended consensus on a district-level map, adding precincts would present more challenge based on the General Assembly's decision on its maps. Ms. Parman noted after the General Assembly's decision, the County would need to ensure it had no split precincts. She added split districts were permitted. Ms. Parman stated the County would submit its proposed map and redistricting Ordinance to the Attorney General for certification per the new Rights of Voters Act, legislation passed in 2021. She noted public advertisement and adoption would occur on the new map and Ordinance. Ms. Parman further noted tonight's presentation was the first step in the process, adding staff recommended the Board review the map information and reach a district-level consensus.

Ms. Larson asked if Ms. Parman had reviewed other counties similar in size to James City County and the number of districts within those counties.

Ms. Parman noted she did not have overall information. She further noted five was a standard number. Ms. Parman stated she would research that topic.

Ms. Larson thanked Ms. Parman. She asked Ms. Parman if there had been consideration of additional districts.

Ms. Parman replied no, but indicated that could be reviewed if the Board chose that option.

Mr. Jason Purse, Assistant County Administrator, replied to Ms. Larson noting that option had not been pursued as staff had requested basic guidance from the Board. He noted the Board's response then had been to maintain the districts as they currently existed. Mr. Purse further noted as this was the beginning of the process, changes could be made. He noted the existing districts and color-coded Census blocks in the PowerPoint presentation. Mr. Purse added the Census blocks were not allowed to be split per guidelines on the map creation. He noted the options for redistricting, adding the least number of people was 3,403 to move between districts for the redistricting process to work. Mr. Purse further noted that number in relation to the approximately 15,000 per district referenced previously by Ms. Parman. He stated the Roberts District was the smallest and it bordered the Berkeley District, which did not require change; however, a number of residents were required to be pulled from Berkeley for compliance with the criteria. Mr. Purse continued the PowerPoint presentation highlighting the district shifts to accommodate the number adjustments. He noted there were several other options for addressing the resident equalization across the districts. He further noted the second map option was not recommended, adding while it would move each district within 200 people of the 15,060 count per district, it would ultimately move 9,500 people across districts. Mr. Purse added these changes particularly impacted the Jamestown and Powhatan Districts. He noted, as Ms. Parman had indicated, the Board's general endorsement of the process to date for work with the Voter Registrar and the precincts. Mr. Purse added finalization of the state map was pending.

Mr. Icenhour noted the outstanding job done. He asked about consensus on the redistricting proposal, which would go to the Attorney General, and while under review, staff would address the precinct level.

Mr. Purse confirmed yes.

Ms. Parman noted that was the plan, adding this was a new process and staff was awaiting more direction from the Attorney General.

Mr. Icenhour noted currently four districts had four precincts with one district having three precincts. He further noted some of the precincts were small. Mr. Icenhour added early voting and discussion with the Voter Registrar and the possibility of three precincts per district, adding he would like staff to look into that point. He noted it could be a cost saver for the County's Voter Registrar and election operations.

Ms. Parman acknowledged that point, adding the Registrar had indicated that point to County Administration. She noted that point would be considered.

Ms. Larson asked if the Board would decide on option one at this meeting.

Ms. Parman noted that could be done or further discussion could take place. She further noted tonight's option allowed staff to continue the process and get the proposed map to the Attorney General.

Ms. Larson noted concerns regarding precincts in schools. She further noted the safety factor, adding churches were currently used. Ms. Larson asked if other options were being considered.

Mr. Purse noted Ms. Dianna Moorman, Director of Voter Registration and Election, had been working with staff. He further noted she was proactive in reviewing locations and options.

Mr. McGlennon thanked staff for its work on the proposal. He noted his openness to a reduction in the precinct number, adding smaller precincts were sometimes representative of geographical isolation. Mr. McGlennon further noted Precinct C in the Roberts District was such a precinct. He acknowledged a tentative approval of the plan would assist in addressing the redistricting map. He noted the first option was a better choice.

Ms. Sadler thanked Ms. Parman and Mr. Purse for their work. She noted she was in agreement with Mr. McGlennon on the first option.

Mr. Hipple noted consensus was for option one.

Mr. McGlennon asked about an endorsing resolution for that option.

Ms. Parman noted it was in the Agenda Packet.

At approximately 2:51 p.m., the Board recessed for a short break.

At approximately 2:58 p.m., the Board reconvened.

2. Consideration of the James City County Comprehensive Plan, Our County, Our Shared Future: James City County 2045 Comprehensive Plan

Ms. Ellen Cook, Principal Planner, noted the County's draft 2045 Comprehensive Plan was before the Board for consideration. She further noted a public hearing on the Plan had been held on July 13, 2021. Ms. Cook stated a review of the Plan in conjunction with direction received from the Board at the May 25, 2021 Work Session. She highlighted these items in a PowerPoint presentation noting the removal of Mooretown Road and language drafts moved forward on the Rural Lands Policies and Economic Opportunity Land Use Designation. Ms. Cook added the Future Land Use (LU) Map considerations included: LU-20-0020 parcels be re-designated to Mixed Use, LU-20-0028 land use changes move forward, and LU-20-0017 parcels be re-designated to Low Density Residential. She noted the Board's discussion of four Goals, Strategies, and Actions (GSAs) with the following results: GSA Public Facilities 4.7 (which addressed 100% carbon free power by 2045) was removed, GSA Environment 1.17 (which addressed County watershed management plans) was retained, GSA Environment 3.7.1 (which addressed carbon sequestration) was retained following the Board's receipt of additional information with no Board direction to remove it, and GSA Environment 4.6, Sub-actions 4.6.1/4.6.2 (which addressed Ordinances or SUPs to support alternative energy production) was retained following the Board's receipt of additional information with no Board direction to remove it. Ms. Cook highlighted two other items for possible Board discussion: LU-20-0002 Eastern State - New Town Addition and LU-20-0003 Eastern State - Mixed Use Community. She noted staff was available for questions or further discussion on any items.

Mr. McGlennon noted two areas for discussion. He further noted the Board's decision to change the designation along the Croaker Road area and removal from the Primary Service Area (PSA) and the designation of the land held in the conservation easement by the Historic

Virginia Land Conservancy. Mr. McGlennon stated the Conservancy's concern over the land designation of open space/recreation and possible limitation of the land use for agricultural purposes.

Ms. Tammy Rosario, Assistant Director of Community Development and Planning, stated she had spoken with Ms. Sadler about properties owned by the Conservancy with preservation restrictions. She noted the various uses that were allowed under the preservation restrictions, adding those uses were consistent with the property use considerations.

Ms. Sadler asked Ms. Rosario to clarify the particular Sadler to whom she had spoken.

Ms. Rosario noted she had spoken with Ms. Patrice Sadler, the Executive Director at the Historic Virginia Land Conservancy.

Mr. McGlennon noted any proposals would not restrict the Conservancy from meeting the deed conditions, while still maintaining open space use designation.

Ms. Rosario confirmed yes. She noted one property allowed for alternative energy structures, adding consideration to scale for any such structure would be required if implemented.

Mr. McGlennon noted communication on the Hankins property in that area and if proper notification about removal from the PSA had been sent. He further noted concern from the landowners regarding prior plans with a developer covering costs of the PSA extension.

Ms. Rosario noted either Ms. Cook or Mr. Paul Holt, Director of Community Development and Planning, could address that point.

Ms. Cook noted that after the Board's discussion at the May 25, 2021 meeting, notices were sent to the property owners.

Mr. Holt noted if the Board wished to discuss Mr. McGlennon's point, it could be added as a third point.

Mr. McGlennon noted receipt of communication from the landowners' representative, Mr. Tim Trant of Kaufman & Canoles, PC.

Mr. Hipple noted each point could be discussed. He further noted several conversations with different groups on the land use, adding 7-Eleven had spoken with him on its land use expansion. Mr. Hipple noted the Hankins had supposedly secured a right-of-way under the interstate to acquire water and sewer at their cost, not the County's. He further noted retaining that property in the PSA as the plan would be reviewed again in five years and that would allow time for implementation under the interstate. Mr. Hipple added retaining the PSA designation and seeing how that would impact 7-Eleven and others' plans. He noted if any of those plans were not moving forward in five years, that designation could be addressed. Mr. Hipple noted he wanted the property to stay within the PSA to explore potential options for water and sewer in the future.

Mr. McGlennon noted he had addressed this point for removing the area from the PSA since the County would not be financing this extension.

Mr. Hipple noted the County would not be financing the extension. He further noted several hurdles remained to be addressed, but that was not the County's responsibility.

Mr. Icenhour noted water and sewer were available within the PSA on the other side of Interstate 64 (I-64). He asked Mr. Holt how that was achieved and what historical details

were involved.

Mr. Holt noted he knew of the main extension within Stonehouse. He further noted Stonehouse had built its own extension for internal development initially.

Mr. Icenhour noted this connection did not exist within the PSA from the other side.

Mr. Holt replied Stonehouse began with its own extension on that side.

Discussion ensued.

Mr. Hipple noted he was fine with retaining the property in the PSA.

Mr. Icenhour asked if that was all the properties.

Mr. Hipple confirmed yes to all of the properties currently in the PSA.

Mr. Icenhour asked if that would include the Conservancy property.

Mr. Hipple confirmed yes. He noted reviewing it in five years to see what changes may or may not have been made.

Mr. McGlennon noted reviewing the other items for discussion and holding a decision.

Mr. Hipple noted he was hoping to discuss each one and make a decision on each item.

Ms. Larson asked if discussion on this item would continue and make a decision.

Mr. Icenhour noted one property owner wanted the land put into the PSA and the question if all should be included. He further noted concern if the Conservancy and the Kiskiack Golf Club Course needed to be in the PSA.

Mr. Hipple noted those situations would be addressed as they were presented to the Board.

Mr. Holt referenced the slide in the PowerPoint presentation showing the original PSA line. He noted the designations for the surrounding properties.

Mr. Icenhour questioned which parcel was getting the sewer and if it was the parcel closest to I-64 on the other side.

Mr. Holt highlighted the Hankins property in the presentation.

Mr. Hipple questioned the entire area or just a parcel, adding with the expense it seemed to be the entire area.

Mr. Icenhour noted two parcels were Conservancy property.

Mr. Holt noted extension of public water and sewer facilities required an SUP brought before the Board. He further noted some by-right development potential and prior previously adopted legislative plans.

Ms. Larson asked if this would only impact 8220 Croaker Road or would all the parcels need to be included. She asked Mr. Holt's recommendation.

Mr. Holt noted the difficulty in jumping over a property.

Discussion ensued on the parcels as represented in the PowerPoint presentation.

Mr. McGlennon indicated his inclination to keep the current zoning for the five-year duration.

Ms. Larson noted she was fine with retaining it.

Mr. Hipple concurred.

Mr. Holt questioned the phrase “leaving it in” for clarification and staff direction. He noted for the minutes, resolution, and publication that the PSA would remain as it was currently presented in the PowerPoint, which reflected no change from the currently adopted Comprehensive Plan.

Mr. Hipple confirmed yes.

Mr. McGlennon questioned the 8220 Croaker Road parcel.

Ms. Larson asked if there were any objection to retaining the 8220 Croaker Road parcel.

Mr. Hipple noted if everything remained as it was, nothing would need to be changed.

Mr. Holt confirmed yes.

Mr. Hipple noted his motion would be to leave the designation as it was currently.

Mr. Icenhour asked if the Low Residential Density area with the 7-Eleven would remain in the PSA.

Mr. Holt confirmed yes. He recommended a straw vote.

Ms. Cook clarified the language would show Mixed Use.

Mr. Hipple asked about the use in the Comprehensive Plan.

Ms. Cook noted some revisions to the language.

Mr. Icenhour suggested having staff make the revisions, present to the Board, and then have the Board confirm the necessary revisions were represented. He noted Mr. Hipple’s motion could then be addressed at the October 26, 2021, Business Meeting.

Ms. Larson noted she was in agreement with the language regarding the Conservancy pieces.

Mr. Hipple asked about the Conservancy pieces.

Mr. Holt noted his understanding of the motion was no changes be made to the Comprehensive Plan or the Future Land Use Map for the discussed side of I-64, adding the amended text as displayed in the PowerPoint presentation would not be applicable as no changes were being made. He further noted the land use designation would remain as presented on the PowerPoint screen and the two Conservancy parcels would remain as Mixed Use.

Mr. Hipple asked if changes were made later then they would be presented to the Board.

Mr. Holt noted that could be an applicant request for the next Comprehensive Plan.

Mr. Icenhour asked if the PSA could remain in its current form, with the Hankins property retained as Mixed Use, but the two Conservancy parcels be changed to a new designation other than Mixed Use.

Mr. Holt confirmed yes, adding there had been some consideration for the new designation to occur within the PSA.

Mr. Icenhour noted the need to protect the Conservancy parcels and allow them flexibility to do as they needed with the parcels. He further noted this allowed staff time to review the language in addressing those points. Mr. Icenhour stated retaining the land within the PSA, but re-designating the two Conservancy parcels with a different land use that the Board could review the changes.

Ms. Larson asked if the resolution would be amended for staff to return with changes.

Mr. Holt noted two elements were involved. He further noted one focused on amended language with the second one focused on a land use designation change for the Conservancy parcels to one other than Mixed Use.

Mr. Hipple asked if the Conservancy, which owned the parcels, wanted the land use change. He noted he was not in favor of keeping the Conservancy from having the ability to do something else later.

Mr. Icenhour noted staff could rework the language and provide comments before Board consideration.

Ms. Larson noted the Conservancy correspondence addressed a desire to alter Planning's zoning recommendation from Open Space Parks to Rural Lands.

Mr. McGlennon noted that was not the current zoning.

Mr. Hipple asked about the current zoning.

Mr. Holt noted Mixed Use was the Future Land Use Map designation.

Mr. Hipple asked if the Conservancy owned the two properties outright.

Mr. Holt noted he would need to confirm if there was an easement interest or if they were owned outright.

Ms. Rosario noted the Conservancy owned the two properties outright. She further noted there were restrictions on the property also.

Mr. Hipple noted with the current zoning designation on the property, Mixed Use would not be allowed on the property.

Ms. Rosario noted the zoning on the front portion, and possibly for the back portion, was M-1, Limited Business/Industrial District and A-1, Agricultural District. She further noted the discussion centered on the land designation which was Mixed Use. Ms. Rosario stated the proposal would be to change the designation to Community Character Conservation or Rural Lands, adding there had been no discussion to date in the process on the property being Rural Lands. She noted that change could be another possibility for discussion.

Mr. Hipple noted the property would still not be able to be used for Mixed Use.

Ms. Rosario confirmed yes.

Mr. Hipple noted the land designation change would impact the Conservancy and its plans for the property.

Mr. Holt noted Ms. Rosario's comment that per the Comprehensive Plan designation, a change would not pose a conflict. He further noted zoning was still a factor, adding if M-1 use with some agricultural base occurred, then consistency with zoning would still need to be adhered to for those uses. Mr. Holt added zoning was not today's consideration by the Board.

Mr. Hipple noted the concern was maintaining the current PSA line with possible zoning adjustments made at a later time.

Mr. Holt confirmed those changes would be separate applications.

Mr. Hipple noted future discussion with the Conservancy on what zoning designation they wanted.

Mr. Icenhour addressed the point of zoning and land use designation. He noted rather than leaving the Comprehensive Land Use designation as Mixed Use on the two parcels, staff would work with the Conservancy on what they wanted to do with the property with the current restrictions on the parcels. Mr. Icenhour further noted the zoning would not change, but the need to change the Land Use designation from Mixed Use could be more beneficial for the Conservancy. He stated he wanted to know what the Conservancy thought of the options and talk with staff.

Mr. Hipple noted the PSA would remain, but staff would discuss the land use with the Conservancy for its future plans. He further noted he could rescind his motion with the Board's consensus the PSA would remain while addressing the two parcels owned by the Conservancy. Mr. Hipple added staff would readdress the Board at the next meeting regarding the Conservancy's plans for the two parcels.

Mr. Holt noted for record clarification that Mr. Hipple rescinded his motion. He further noted staff was being directed to contact the Conservancy on its two parcels, of which it has an interest, for its recommendation on the best fit.

Mr. Icenhour added best fit considering it was inside the PSA.

Mr. Holt noted determining if a two-week or 30-day timeline for the follow-up discussion was required.

Mr. Hipple asked Ms. Sadler if she had any comments.

Ms. Sadler noted no.

Mr. Hipple noted the next discussion was Mooretown Road.

A motion to Keep Mooretown Road in the Comprehensive Plan was made by Michael Hipple, the motion result was Passed. AYES: 3 NAYS: 2 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Larson, Sadler
Nays: Icenhour Jr, McGlennon

Mr. Hipple noted the next topic was discussion on Mooretown Road. He further noted he felt strongly that the Mooretown Road project should remain in the Comprehensive Plan. Mr.

Hipple stated Mooretown Road served as an emergency road and an alternate route to ease congestion in the Lightfoot area, adding more development was coming into York County. He noted the need for an alternate route to get around Route 60 and this was a viable option and the importance of retaining Mooretown Road in the Comprehensive Plan as a placeholder for possibility over time.

Ms. Sadler concurred with Mr. Hipple's comments. She noted the traffic congestion, adding a placeholder was critical for potential evacuation routes and other traffic issues. Ms. Sadler further noted the current traffic concerns and preparation regarding more development.

Mr. McGlennon noted he felt the project did not solve the problem. He further noted retaining the Mooretown Road project in the Comprehensive Plan was realistic since the road would not be built for several decades. Mr. McGlennon added a large part of the land this project served was a solar farm, which would remain as such for 30 years. He noted the traffic congestion in the area, but did not feel this project served to alleviate the pressure.

Discussion ensued on traffic congestion and alternative routes.

Ms. Sadler noted staff's recommendation for Mooretown Road as a possible evacuation route. She further noted the widening of Croaker Road would aid with traffic flow.

Mr. Icenhour noted Mr. McGlennon's comments were well articulated.

Ms. Larson noted she previously was a no on this project, but was changing to a yes as there was no answer regarding the development taking place in that area. She further noted she had asked the neighboring county for discussion on the traffic issues, but had received no response. Ms. Larson added this project was not going to happen before five years, but moving forward and prior to the next Comprehensive Plan, she wanted staff to work with York County to potentially alleviate some of James City County's pressure and consider alternatives for the future.

Ms. Sadler thanked Ms. Larson and addressed bordering localities that allow "traffic dumps" from one locality to another. She noted the burden of neighboring localities in some cases. Ms. Sadler further noted anticipation of discussion with the County's neighbors on traffic concerns.

Mr. Holt noted a point of clarification on Mr. Hipple's motion involved three components to putting Mooretown Road back into the Comprehensive Plan. He further noted those points included depiction of the roadway on the Future Land Use Map as a proposed roadway, a text update to include the corridor vision paragraph as indicated in the PowerPoint presentation with a note regarding private funding for the roadway, and Table T-4 in the Transportation Chapter, which listed all the County's roadway improvements. Mr. Holt added this would ensure consistency across all the affected components.

Mr. Icenhour asked what the funding source and project cost were in Table T-4.

Mr. Holt noted in the table for consistency with the corridor vision, it would be shown as privately funded. He further noted To Be Determined or TBD was not as this project cost was currently unknown. Mr. Holt added that three distinct corridors were part of the adopted corridor study, with each dependent on what comprised the Master Plan.

Mr. Hipple noted Rural Lands Policy was the next item for discussion.

Mr. Holt noted the Board may choose not to address each of the listed points. He further noted the full list had been presented earlier by Ms. Cook for the Board's reference.

Mr. Hipple noted the other items on the list and if there was discussion on any of them.

Mr. Holt noted the Future Land Use Map and Croaker Road Interchange and PSA Adjustment/Rural Lands would be addressed later.

Mr. Hipple noted the parcels across from WindsorMeade Marketplace. He asked Mr. Icenhour about that one.

A motion to Leave the Parcels across from WindorMeade Marketplace as Neighborhood/Commercial was made by James Icenhour, the motion result was Passed.
AYES: 4 NAYS: 1 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, Sadler
Nays: McGlennon

Mr. Icenhour stated he had spoken with representatives for some of those property owners regarding the property remaining Neighborhood/Commercial. He noted he had stressed the problem of consistently intense proposals for use on those properties. Mr. Icenhour further noted those proposals were inconsistent with the Board and the community's view and acceptance. He added the difficulty of accessing Monticello Avenue from the property. Mr. Icenhour expressed his concern for proposals with less intense use if development was to occur under Neighborhood/Commercial and that evaluation would be determined case-by-case.

Ms. Larson thanked Mr. Icenhour for his conversation with the representatives. She noted discussion regarding the traffic on Monticello Avenue. Ms. Larson further noted keeping something in that area and the cost implications to landowners. She asked Mr. Icenhour if discussion would continue.

Mr. Icenhour indicated that was his hope. He noted continual proposals with intense development or traffic impacts will likely result in the Board's rejection of the proposals. Mr. Icenhour further noted two of the four parcels was undeveloped, adding one or both of the other parcels with structures would possibly be for sale with access on the Ironbound Road side.

Ms. Larson thanked Mr. Icenhour.

Mr. McGlennon noted he was not supportive of retaining the current zoning. He further noted he did not feel it would improve the traffic concerns on Monticello Avenue. Mr. McGlennon also felt the property could lend itself to some affordable housing, while also utilizing the back exit of the property instead of Monticello Avenue.

Ms. Sadler noted she was still in support of retaining the Neighborhood/Commercial designation.

Mr. Holt asked Mr. Icenhour if that designation was for all four parcels.

Mr. Icenhour confirmed yes.

Mr. Holt noted the next discussion point focused on the GSA language in GSA Environment 3.7.1 and 4.6, sub-actions 4.6.1/4.6.2. He further noted the Board's previous direction was noted in Slide Nos. 3 and 4 in the PowerPoint Presentation.

Ms. Larson noted this was an area of concern for her. She further noted the importance of history and waterways to the area. Ms. Larson added she felt the discussion had become more political, which she did not want, adding she was aware some aspects could happen that

way in current times. She referenced the carbon sequestration GSA language in Environment 3.7.1 regarding the State Code. Ms. Larson questioned how the County would do the sequestration in terms of staff availability or the possibility of an unfunded mandate as factors to consider. She noted some language changes had been added. Ms. Larson further noted the need for the Board to explore the environmental piece of where the County was heading. She added climate change and the environment were important to the County's citizens. Ms. Larson noted revisiting this point to have language that was in agreement with everyone.

Mr. McGlennon referenced the State Code Section 15.2-4901, adding it was a broad statement of the powers of local governments. He noted little guidance on carbon sequestration was provided. Mr. McGlennon further noted he agreed with recognizing and determining limitations and abilities. He expressed his concern with language from the state for direction, adding often the state provided no direction to the County, but the consequences of those actions impacted the County. Mr. McGlennon used the example of solar farms and noted the state did not give direction, but the applications for solar farms came before the Board for a County decision. He further noted the state was not giving direction, but the Board needed to address action on such items. Mr. McGlennon added this particular GSA was probably not needed in the Comprehensive Plan. He noted the language which addressed watershed management studies and the County's investment in those studies. Mr. McGlennon further noted removal of the language addressing exploration of inclusion of the ecosystem services, adding he was unsure what that language referenced. He noted revised language as a goal which regarded precipitation changes and its effects of the County's watershed.

Ms. Sadler asked Mr. McGlennon if he was discussing GSA 1.17.

Mr. McGlennon confirmed yes.

Discussion ensued on the revisions to the GSA Environment 1.17.

Ms. Sadler asked if the carbon sequestration was GSA Environment 3.7.1.

Mr. McGlennon confirmed yes.

Ms. Larson noted there was a motion to strike that language.

Mr. Hipple confirmed the removal of GSA Environment 3.7.1.

A motion to Strike GSA Environment 3.7.1 was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Accept the Changes to GSA Environment 1.17 was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Holt reiterated the changes for GSA Environment 1.17: first sentence remained the same; deletion of the second sentence and replacement which states "include in those studies, a study of the change in precipitation events in the watershed."

Mr. McGlennon noted "an evaluation of the change" should be incorporated.

Mr. Holt read back the changes.

Mr. McGlennon clarified “an evaluation of the impact of change in precipitation events.”

Ms. Sadler asked if the motion reflected what Mr. Holt had just read.

Mr. Hipple confirmed yes.

Mr. McGlennon referenced GSA Environment 4.5 and its wording. He asked if sub-development proposals encouraged utilization of water conservation practices.

Mr. Holt confirmed yes. He noted rain barrels and solar panels were already noted in current Ordinances.

Mr. McGlennon noted residential concerns regarding new technology and the language on wind turbines on a residential scale.

Mr. Holt confirmed yes.

Mr. McGlennon noted solar panels were currently permitted in the County.

Mr. Holt confirmed yes.

Mr. McGlennon asked if residential scale wind turbines were currently allowed.

Mr. Holt noted that topic had not been addressed on a large scale basis. He further noted this GSA was more proactive in its wording that when Ordinances are updated, they would proactively encourage the use in residential areas. Mr. Holt added each zoning district had height limits, with residential areas being mostly 35 feet, adding Mixed Use was 60 feet. He noted he was not aware of anywhere in the County this use had occurred to date.

Mr. McGlennon suggested removing the examples from the language. He noted some uses were already allowed. Mr. McGlennon further noted a possible tie-in to the next discussion point regarding Ordinance amendment to address alternative energy production and SUPs which address alternative energy sites. Mr. McGlennon cautioned about wording that suggested particular water conservation or alternative energy uses, adding preparation was needed to address future questions on the possibility of carbon sequestration and other factors. He noted the need to gather the necessary information to make informed choices for the County.

Ms. Larson asked Mr. McGlennon to incorporate all three aspects into wording.

Mr. McGlennon noted he would.

Ms. Sadler agreed that if items were already addressed, then do not include in the wording. She noted the biggest citizen concern she heard expressed was windmills, adding no windmills in open space, along the James River, or in neighborhoods.

Mr. McGlennon noted preparation to address these concerns and issues in the future.

Mr. Hipple addressed changes to the language of GSA Environmental 4.5 and 4.6. He noted removal of Land Use 1.6.

Mr. McGlennon noted he liked Land Use 1.6’s reference to intention for protection of the County’s unique rural character, preservation of natural resources, and mitigation of impacts to neighboring properties.

Discussion on language revision ensued.

Mr. Icenhour asked staff if there was any Comprehensive Plan language that compelled the County to commit funding to anything.

Mr. Holt noted committed funding had always been a specific action of the Board.

Mr. Icenhour noted that was his point. He further noted the Comprehensive Plan was a vision document. Mr. Icenhour added when it was time for action, funding was limited. He noted staff time to research items, followed by the Board's decision to fund projects or studies. Mr. Icenhour further noted the decision came at a later time after exploration and research took place and a decision could be reached on funding and investment.

Mr. Hipple noted the use of "exploring emerging technologies" in the GSA language.

Mr. Icenhour concurred.

Discussion ensued.

Mr. Hipple asked for a motion on GSA Environmental 4.5 to remove the parenthetical language.

A motion to Remove the language in the parentheses in GSA Environment 4.5 was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Hipple noted the wording changes to GSA Land Use 1.6 as discussed previously.

A motion to Amend the language in GSA Environment 1.6 was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Hipple noted the discussion would return to GSA Environmental 4.6.

Ms. Larson noted the language had been changed to "to investigate ways to amend the County Ordinances to address alternative energy production and to amend Ordinances or include SUP conditions that protect and enhance natural resources on alternative energy production sites."

Mr. Holt noted "to support" would become "to address" as the only change.

Ms. Larson and Mr. Hipple confirmed yes.

Mr. Hipple asked about the next item for discussion.

A motion to Pull and Postpone consideration of Case Number LU20-02, the Eastern State New Town Addition, and Case Number LU20-03, the Eastern State Mixed Use Community, for six months or until such time staff receives a rezoning application for the properties involved and to further direct staff to consider such rezoning against the draft Mixed Use language contained in the draft 2045 Comprehensive Plan was made by James Icenhour, the motion result was Passed.

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

Ayes: Icenhour Jr, Larson, McGlennon

Nays: Hipple, Sadler

Mr. Holt replied New Town, specifically Eastern State. He noted the first five slides of the PowerPoint presentation represented items from the Board's list. He further noted additional discussion on other points if the Board had other comments.

The Board agreed the earlier points of discussion were done and it was ready for discussion on the New Town-Eastern State items.

Ms. Sadler asked for clarification on the two items.

Mr. Hipple noted both were Eastern State, Mixed Use and New Town.

Mr. Icenhour noted he was uncomfortable taking action on these items at this time. He further noted deferment on consideration of the project until the developer presented a specific development plan. Mr. Icenhour added there were concerns from the state for consideration such as the medical campus. He noted the potential for a County site on the property. Mr. Icenhour cautioned a blanket Mixed Use designation for the property without knowing the development proposals.

At approximately 4:23 p.m., Mr. McGlennon left the meeting.

At approximately 4:26 p.m., Mr. McGlennon returned to the meeting.

Ms. Larson asked if no action was taken, would that state be on hold regarding the property.

Mr. Holt replied no, adding the state was continuing its evaluation selection process. He noted with the completion of that process, a developer would be selected. Mr. Holt further noted state's expectation for the developer to quickly continue the local entitlement and legislative process.

Ms. Sadler asked if there had been discussion or dialogue with state representatives on the property.

Mr. Icenhour responded yes that Mr. McGlennon had spoken with the Honorable Senator Monty Mason earlier in the day. He noted concern for a County decision that could impact the potential for the medical campus there. Mr. Icenhour further noted assurance to that point as the Board was awaiting the developer's proposal and establishing a compatible land use. He added additional discussion would ensue following the selection of a bidder.

Ms. Sadler asked if a bid would go in prior to knowing the Board's decision.

Mr. Icenhour noted the bid was currently underway. Ms. Sadler asked about a timeline for the response. Mr. Icenhour replied he was unsure, adding it could be in several weeks or months.

Mr. Hipple asked if Mr. Icenhour wanted to pull these two items.

Mr. Icenhour noted it would be a deferral on action until a later date with receipt of an application for rezoning.

Mr. Hipple noted regardless of the development plan and the Board rezoned the land, an application would still need to come before the Board.

Mr. Icenhour noted that point, adding concern if the plan was incompatible with Mixed Use. He further noted the possibility of Board negotiations with the successful applicant on the

property.

Mr. Hipple expressed concern about pulling this item and the impact to potential buyers. He noted his understanding of Mr. Icenhour's viewpoint. Mr. Hipple further noted the property was within the PSA, but the designation would move it to Mixed Use and move it from Public Lands. Mr. Holt replied federal, state lands. Mr. Hipple noted sending the right message to developers. He further noted the importance of the medical facility also.

Mr. McGlennon concurred with Mr. Icenhour on retaining the property as Public Lands. He noted the County could monitor as the state talked with developers and see future plans. Mr. McGlennon further noted revision of the current Comprehensive Plan language if Eastern State remained as Public Lands, adding the language would reflect expectations for development on the Eastern State property. He noted the language would include the behavioral and physical health component and Hope Village. Mr. McGlennon stated the need to balance those community-based services with economically sustainable development and sending a message to the state that identified the County's direction and purpose for the property while recognizing the developer making money from it also.

Ms. Sadler asked if the state's primary interest was the behavioral health aspect and how the state viewed plans for Eastern State.

Mr. McGlennon noted state sale of surplus property generated resources to assist mental health programs. He further noted ensuring state legislators were aware the Colonial Behavioral Health System was an integral component of this development.

Ms. Larson noted reference to Olde Towne Medical and Dental Center (OTMDC). She further noted she was not aware of OTMDC moving to the Eastern State property and cautioned that point of inclusion.

Mr. Icenhour noted staff incorporating language that included Mr. McGlennon's points regarding the Board's expectations. Mr. Icenhour further noted community concern for the property was paramount. He stated the County had standards, adding the property was an integral piece and the core of the County's urban area. Mr. Icenhour noted how that property would be developed was crucial to the County and its residents. He further noted the Mixed Use approach was not the right way.

Ms. Sadler asked if the developer would have to come before the Board.

Mr. Icenhour noted yes, adding the Board would have control over rezoning. He further noted if the property was designated Mixed Use with no clear intent on the expectations for the property, it served to undermine potential negotiations.

Ms. Sadler asked if staff, Mr. Stevens, or other Board members had any discussion with the state legislators. She noted she had not had any discussion.

Mr. Holt noted in terms of expectations from the state, three bidders were in final offers. He further noted language in the current State Code, Budget section, regarding expectations for this property's sale with state, County, and developer working together with Colonial Behavioral Health and Hope Family Village. Mr. Holt stated that language has been in the State Code for several years and was an expectation.

Mr. McGlennon asked if the language indicated the state's priority.

Mr. Holt noted additional language could be added to the Comprehensive Plan as an interim placeholder. He further noted the draft language in the current plan was specific to each Mixed

Use area. Mr. Holt stated the Planning Commission had spent considerable time addressing specific text to both parcels. He noted that specific language had also been shared with the three companies putting bids in to the state. Mr. Holt further noted the specificity included traffic accommodations and environmental concerns. He stated two possible options included revised language for the Board's review with the second one, as part of the motion, a postponement on action on the land use applications for these two parcels. Mr. Holt noted with the second option when the rezoning was readdressed, staff would evaluate the rezoning application based on draft 2045 Comprehensive Plan language currently cited. Mr. Holt further noted highlighting the revised language for the Mixed Use in the PowerPoint presentation.

Ms. Sadler asked about the timeline on a possible postponement or deferral.

Mr. Holt noted a postponement could not be done indefinitely. He further noted the possibility of postponement on these two land use cases for 12 months or at the time staff received a new zoning application.

Ms. Larson asked if these two cases would not go into the Comprehensive Plan.

Mr. Holt noted the Board would pull and postpone consideration of the Land Use cases LU-20-002 and LU-20-003 for 12 months or until the time that staff received a rezoning application for the involved properties and to further direct staff to consider such rezoning against the draft Mixed Use language as contained in the draft Comprehensive Plan. He further noted until that time, the use would remain as federal and state land as currently designated. Discussion ensued on the language.

Mr. McGlennon referenced Mr. Icenhour's earlier mention of the proposal with a -\$5 million annual cost to the County. He noted language to include an expectation of economic viability with no burden on taxpayers.

Mr. Hipple asked if the plan presented had been from one of the three bidders.

Mr. Holt noted it was a high-level conceptual plan from only one of the bidders. He further noted the plan was not based on any rezoning application. Mr. Holt added most residential developments in general are not fiscally positive at any level. He noted staff could craft language based on the Board's consensus regarding the economic viability piece.

Ms. Larson asked if this language also alleviated concern from the New Town residents.

Mr. Icenhour noted that point was less for New Town as a proposal was already in place. He further noted the developer had already addressed the two primary concerns there which focused on access through Discovery Boulevard and no forced homeowners association for residents. Mr. Icenhour stated the density and traffic intensity would be subject to the Board's decision on the appropriate zoning for the area. He added concern regarding a connector between the two Eastern State parcels, adding he did not think that was economically or logically viable. Mr. Icenhour noted he would not support a connector.

Ms. Larson noted her support, but stressed language that reflected the opportunity for development.

Ms. Sadler noted the expectation of development, but without the \$5 million cost to the County.

Ms. Larson asked if Mr. Holt would come back before the Board.

Mr. Holt noted he could if additional language was needed. He further noted it could be incorporated into Mr. Icenhour's motion. Mr. Holt noted language which conveyed to applicants regarding the ultimate fiscal impact, which required demonstration and mitigation as part of their final applications. He further noted the components of the master plan and those impacts.

Mr. Hipple noted he was not in support of the motion and felt moving forward was necessary. He asked Mr. Holt to restate the motion to ensure everyone was okay with the motion's wording.

Mr. Holt reiterated the motion made by Mr. Icenhour. He noted pulling and postponing consideration of Case Number LU20-02, the Eastern State New Town Addition, and Case Number LU20-03, the Eastern State Mixed Use Community, for 12 months or until such time staff receives a rezoning application for the properties involved and to further direct staff to consider such rezoning against the draft Mixed Use language contained in the draft 2045 Comprehensive Plan.

Ms. Larson asked if the timeframe could be amended to six months.

Mr. Holt noted yes. He further noted if the rezoning applications were not in within six months, the Board would need to have them back on its agenda.

Ms. Larson noted her acceptance of the six-month timeframe.

Mr. Icenhour noted an amendment to the motion for six months.

Mr. Holt noted the addendum list as noted in the PowerPoint presentation. He further noted discussion on Rural Lands if the Board desired.

Mr. McGlennon referenced the three highlighted words and the openness of their meaning. He asked if a specific level of density was considered for an increase.

Mr. Holt noted no. He further noted the one to 20 acres in the larger Rural Lands piece, while clustering would be less than that range. Mr. Holt added drafting some of the Ordinances would still need the Board's review.

Mr. Hipple noted clustering worked well in some instances. He further noted the need for conservation easements with some property, adding taxes were smaller on the cluster property. Mr. Hipple noted the disproportionate rate of the larger lots covering the taxes for the smaller cluster properties and the conservation easements. He questioned how the County captured the lost revenue with clustering.

Mr. McGlennon recognized the importance of Mr. Hipple's point. He further noted a counterpoint was the tax rate was determined by the value of the property, not the acreage. Mr. McGlennon added some residents may prefer the smaller lots.

Mr. Hipple noted he was not against clustering, but wanted to be sure there was no loss there.

Ms. Larson questioned the tax aspect.

Mr. Icenhour noted the language reflected the intent of clustering within the Comprehensive Plan. He further noted when a cluster Ordinance was done, the Board had the ability to offer a particular reduced credit. Mr. Icenhour agreed with Mr. McGlennon's reference to the open-ended use of "higher" in the language. He noted his preference to retain the current language.

Mr. Hipple noted being mindful of future possibilities. He further noted fairness to taxpayers.

Discussion ensued.

Mr. Holt thanked the Board for its input and direction.

Mr. McGlennon noted the correspondence on the property adjacent to Oakland Farms. He asked about the varying number of units during development of the two sites.

Mr. Holt noted reference to the Comprehensive Plan language to provide recommendations on the densities between Low Density Residential (LDR) and Moderate Density. He further noted the frontage strip was the varying point between the two designations.

Mr. McGlennon noted a 9- to 10-acre designation.

Mr. Holt noted the main road at Oakland Farms split that area on both sides. He further noted there were multiples variables involved.

Mr. McGlennon asked if the rendering under Moderate Density Residential, Level Two, was a multi-story apartment building. He noted multi-story meaning more than three levels, and its density impact.

Mr. Holt noted currently Mixed Use allowed for a maximum of five stories and 60 feet. He further noted language changes would be required at the Ordinance level to address height.

Mr. Icenhour noted his thoughts on the same chart referenced by Mr. McGlennon. He further noted concern on those heights and questioned if changes would be required by Ordinance.

Mr. Holt confirmed yes.

Mr. Icenhour referenced the residential designations on Chart 2, Item 2, Level 2 with Moderate Level Density Level 1 and Level 2. He noted Level 2 was essentially High Density. Mr. Icenhour asked his fellow Board members to revisit Point No. 18 at the next Board meeting and noted he would send an email on his proposed changes.

Mr. Stevens asked about the timeline to review the proposed changes.

Mr. Holt noted two issues remained with one being the Land Conservancy parcels and the second being further Board discussion regarding edits to Chart 2, Item 2. He further noted a two-week timeline should work provided the Land Conservancy was available for discussion.

Mr. Stevens noted the October 26, 2021, Business Meeting as a viable option.

Mr. Holt confirmed adoption of the Comprehensive Plan by mid-November per State Code.

Mr. McGlennon noted citizens may want to publicly address some of the Comprehensive Plan changes at the November 9, 2021, Regular Meeting.

Mr. Hipple asked about the postponement date.

Mr. Stevens confirmed October 21, 2021.

Mr. Hipple thanked Mr. Holt.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler noted the County had received another award. She further noted at the annual conference of the Southern Economic Development Council (SEDC), the 2021 Community and Economic Development Award recipients were recognized. Ms. Sadler stated the SEDC was a 17-state association that annually recognized outstanding communities for their efforts in advancement of their communities' economic viability. She cited James City County had been an award recipient from the Virginia Economic Development Association in March 2021 for its business retention and community involvement efforts in establishing a partnership with the Greater Williamsburg Partnership, Williamsburg Community Foundation, and the Virginia 30-Day Fund. Ms. Sadler noted this was the first locality partnership which offered forgivable loans to small businesses. She further noted James City County was the winner in the category of community population of 40,000-100,000. Ms. Sadler thanked her Board peers for their support of the funding for this program with support to 125 small local businesses. She also thanked staff for its efforts and extended her congratulations to the Office of Economic Development for the award. The Board extended its congratulations. Ms. Sadler noted her attendance at the luncheon for the Owens-Illinois Glass recycling project. She further noted taking glass to the recycling center where the purple bins are located as part of this recycling program. She thanked staff and Mr. Stevens for their participation.

Ms. Larson asked if the labels were to be removed from the bottles as part of the recycling program.

Ms. Sadler noted rinsing the bottles.

Mr. Stevens noted he would confirm if labels could remain on the bottles.

Mr. Icenhour noted attendance with Ms. Larson and Mr. McGlennon at the Historic Virginia Land Conservancy celebration at the Church on the Main. He further noted the County had an unidentified soldier buried there. Mr. Icenhour stated that was a James City County fact he had been unaware of, adding the remains were confirmed to be a soldier from the Battle of Greensprings. He noted the County had its own unknown soldier tomb from the Revolutionary War at the Church on the Main. Mr. Icenhour further noted the significance to veteran organizations.

Ms. Larson noted it was an incredible experience.

Ms. Sadler asked the location.

Mr. Icenhour noted the Church on the Main, near Mainland Farm.

Mr. McGlennon noted it was The Pointe at Jamestown community.

Ms. Larson noted the work of local Boy Scouts in maintaining the area. She further noted the important history lesson there. Ms. Larson added the remains were identified as those of a patriot whose diet consisted of corn not wheat. She noted attending the Tourism Council meeting the previous week. Ms. Larson further noted a slight dip in tourism due to the Delta variant and students returning to school, adding a strong recovery toward 2019 levels. She noted neither business travel nor school groups had resumed normal levels. Ms. Larson stated the ongoing local employment issue. She noted her attendance with Mr. Icenhour and Mr. McGlennon at a reception on Jamestown Island. Ms. Larson stated she participated in Elected Officials Day at the food bank and acknowledged the food bank's work in the community. She noted her work with the Weekend Backpack Program, which currently serves 200 students in the Williamsburg-James City County School system. She added her recent attendance at the Olde Towne Medical meeting.

Mr. McGlennon noted his attendance at the two events referenced by Ms. Larson and Mr. Icenhour. He expressed the Board's condolences to Mr. Bruce Goodson, a former James City County Board Supervisor, and the Goodson family at the loss of his father.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens thanked Ms. Parman and Mr. Purse for their work on the redistricting. He extended his thanks to Ms. Kim Hazelwood, Supervisor of the Geographic Information System (GIS) Division, for her behind-the-scenes work on the maps.

I. CLOSED SESSION

1. Consideration of a personnel matter, the appointment of individuals to County boards and/or commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Stormwater Program Advisory Commission

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 5:14 p.m., the Board entered Closed Session.

At approximately 5:26 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Appoint to serve on the Stormwater Program Advisory Committee the following individuals: Mr. Philip Doggett, Mr. Anthony Loubier, Mr. Frank Polster, Mr. Richard Powell, and Ms. Wendy Ruffle to continue on the Board with terms expiring June 30, 2025, and to add Leslie Bowie, Shirley Livingston, and Jason Knight for terms that will expire on June 30, 2025, was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

J. ADJOURNMENT

1. Adjourn until 5 p.m. on October 12, 2021 for the Regular Meeting

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 5:27 p.m., Mr. Hipple adjourned the Board of Supervisors.

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

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

SUBJECT: Authorization for the conversion of the existing Part-time 30-hour Fitness Attendant Position to a Full-Time Fitness Attendant Position

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Fauntleroy, Arlana	Approved	9/28/2021 - 5:25 PM
Publication Management	Pobiak, Amanda	Approved	9/29/2021 - 8:27 AM
Legal Review	Kinsman, Adam	Approved	9/29/2021 - 12:53 PM
Board Secretary	Fellows, Teresa	Approved	10/7/2021 - 1:52 PM
Board Secretary	Rinehimer, Bradley	Approved	10/15/2021 - 9:43 AM
Board Secretary	Fellows, Teresa	Approved	10/15/2021 - 10:30 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

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

SUBJECT: Authorization for the Conversion of the Existing Part-time 30-hour Fitness Attendant Position to a Full-time Fitness Attendant Position

The Centers Division in the Department of Parks and Recreation currently employs part-time permanent and on-call fitness attendants to operate the cardio and weight rooms at both the James City County Recreation Center and the Abram Frink Jr. Community Center. Currently, the 30-hour fitness attendant position that earns full benefits including health care is vacant, and staff believes a conversion to a full-time position is necessary at this time. It is our hope that having one full-time position will improve our ability to recruit and retain a more qualified person in this position.

Currently, the fitness attendant position is hard to fill resulting in several vacancies. In addition, the fitness area at the James City County Recreation Center has doubled in size with the expansion making it harder to monitor. A full-time individual will help close the existing staffing gaps, provide much needed oversight to the fitness areas, and provide continuous patron assistance.

The position is a salary grade 6 with a starting pay of \$11.99 per hour or \$24,460 per year. Due to longevity, the previous incumbent was making \$14.59 per hour, so it is anticipated that an hourly savings will be recognized when the position is filled. Since the position already has insurance and temporary fitness attendant hours are available in the current budget to make the position full-time, the conversion will be cost neutral.

Staff recommends adoption of the attached resolution.

JHC/ap
FtnssAttndFllTme-mem

Attachment

RESOLUTION

AUTHORIZATION FOR THE CONVERSION OF THE EXISTING PART-TIME 30-HOUR

FITNESS ATTENDANT POSITION TO A FULL-TIME FITNESS ATTENDANT POSITION

WHEREAS, James City County Department of Parks and Recreation utilizes part-time and on-call fitness attendants to operate the fitness areas at the James City County Recreation Center and the Abram Frink Jr. Community Center; and

WHEREAS, there is currently a vacant part-time 30-hour fitness attendant position that earns full benefits including health care; and

WHEREAS, in order to more appropriately manage the day-to-day operations of the fitness areas and align with County philosophy to reserve full benefits for full-time positions, a conversion is necessary; and

WHEREAS, there are no additional costs for the conversion as existing on-call fitness attendant hours will be converted to create the full-time position.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the conversion of the part-time Fitness Attendant into the full-time Fitness Attendant position.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

FtnssAttndFlITme-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator

SUBJECT: Contract Award - Fleet & Equipment Garage Bay HVAC Installation - \$190,996

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Capital Projects	Abbott, Mark	Approved	9/24/2021 - 3:10 PM
General Services	Boone, Grace	Approved	9/24/2021 - 3:47 PM
Publication Management	Pobiak, Amanda	Approved	9/24/2021 - 4:04 PM
Legal Review	Kinsman, Adam	Approved	9/27/2021 - 9:23 AM
Board Secretary	Fellows, Teresa	Approved	10/7/2021 - 1:52 PM
Board Secretary	Rinehimer, Bradley	Approved	10/15/2021 - 9:44 AM
Board Secretary	Fellows, Teresa	Approved	10/15/2021 - 12:27 PM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator, General Services

SUBJECT: Contract Award - Fleet & Equipment Garage Bay HVAC Installation - \$190,996

The Fleet & Equipment Garage Bay HVAC will consist of the installation of a 30-ton Trane split system. In particular, the installation will include an air handler in the garage bay with two sock style flexible ducts running the length of the bay floor for air distribution. Two 15-ton condensers will be placed outside the bay area with new electrical installed to each unit.

General Services, in consultation with the Purchasing Office, and under the contract for HVAC Equipment, Installation, Service, Controls and Related Products (19-13739) determined that Warwick Mechanical Group's proposal to install the new system at a proposed cost of \$190,996 is reasonable in comparison to other current County HVAC installations and current construction cost indices.

Staff recommends approval of the attached resolution authorizing the contract award of installation services from Warwick Mechanical Group in the amount of \$190,996 for the Fleet & Equipment Garage Bay HVAC installation.

MA/ap
CA-FltGargHVAC-mem

Attachment

RESOLUTION

CONTRACT AWARD - FLEET & EQUIPMENT GARAGE BAY

HVAC INSTALLATION - \$190,996

WHEREAS, the James City County Department of General Services is standardizing HVAC building controls and equipment in County facilities to promote operational efficiency and safety; and

WHEREAS, the Fleet & Equipment Garage Bay HVAC installation will occur; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Office, that under the contract for HVAC Equipment, Installation, Service, Controls and Related Products, that Warwick Mechanical Group will install the HVAC equipment required; and

WHEREAS, Warwick Mechanical Group submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and adequate funds are available in the Capital Improvements budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$190,966 to Warwick Mechanical Group for Fleet & Equipment Garage Bay HVAC installation.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

CA-FltGargHVAC-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator

SUBJECT: Emergency Communications Center HVAC Upgrades

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Capital Projects	Abbott, Mark	Approved	9/24/2021 - 3:10 PM
General Services	Boone, Grace	Approved	9/24/2021 - 3:42 PM
Publication Management	Pobiak, Amanda	Approved	9/24/2021 - 3:53 PM
Legal Review	Kinsman, Adam	Approved	9/27/2021 - 9:24 AM
Board Secretary	Fellows, Teresa	Approved	10/7/2021 - 1:52 PM
Board Secretary	Rinehimer, Bradley	Approved	10/8/2021 - 11:52 AM
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 2:10 PM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator, General Services

SUBJECT: Contract Award - Emergency Communications Center HVAC Upgrades - \$385,000

The Emergency Communications Center upgrades will consist of the replacement of HVAC equipment and controls. In particular, these upgrades will replace the chiller, equipment controls, and add two computer room air conditioners, fully redundant, to control the server room.

General Services, in consultation with the Purchasing Office, and under the contract for HVAC Equipment, Installation, Service, Controls and Related Products (19-13739), determined that Warwick Mechanical Group's proposal to replace and install the new system at a proposed cost of \$385,000 is reasonable in comparison to other current County HVAC installations and current construction cost indices.

Staff recommends approval of the attached resolution authorizing the contract award of installation services from Warwick Mechanical Group in the amount of \$385,000 for the Emergency Communications Center HVAC equipment replacement.

MA/md
CA-ECCHVACupgr-mem

Attachment

RESOLUTION

CONTRACT AWARD - EMERGENCY COMMUNICATIONS CENTER

HVAC UPGRADES - \$385,000

WHEREAS, the James City County Department of General Services is standardizing HVAC building controls and equipment in County facilities to promote operational efficiency and safety; and

WHEREAS, the Emergency Communications Center HVAC installation upgrades will occur; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Office, that under the contract for HVAC Equipment, Installation, Service, Controls and Related Products, that Warwick Mechanical Group will install the HVAC equipment required; and

WHEREAS, Warwick Mechanical Group submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and adequate funds are available in the Capital Improvements budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$385,000 to Warwick Mechanical Group for Emergency Communications Center HVAC equipment replacement.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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ICENHOUR	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

CA-ECCHVACupgr-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Eric Peterson, Chief of Police

SUBJECT: Grant Award - Comprehensive Community Corrections Act and Pretrial Services Act - \$21,872

On July 14, 2021, the Department of Criminal Justice Services awarded an additional \$21,872 to Colonial Community Corrections through the Comprehensive Community Corrections Act and Pretrial Services Act Grant. The additional \$21,872 in unappropriated funds will be used for salary increases for full-time state funded local positions.

Staff recommends acceptance of the funds and adoption of the attached resolution to the Colonial Community Corrections Fund.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Peterson, Eric	Approved	10/4/2021 - 4:39 PM
Police	Peterson, Eric	Approved	10/6/2021 - 3:42 PM
Publication Management	Pobiak, Amanda	Approved	10/7/2021 - 8:23 AM
Legal Review	Kinsman, Adam	Approved	10/8/2021 - 8:04 AM
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 11:14 AM
Board Secretary	Rinehimer, Bradley	Approved	10/8/2021 - 11:50 AM
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 2:11 PM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Eric Peterson, Chief of Police

SUBJECT: Grant Award - Comprehensive Community Corrections Act and Pretrial Services Act - \$21,872

On July 14, 2021, the Department of Criminal Justice Services awarded an additional \$21,872 to Colonial Community Corrections through the Comprehensive Community Corrections Act and Pretrial Services Act Grant. The additional \$21,872 in unappropriated funds will be used for salary increases for full-time state funded local positions.

Staff recommends acceptance of the funds and adoption of the attached resolution to the Colonial Community Corrections Fund.

EP/ap
GA-CCActPretrlSrvc-mem

Attachment

RESOLUTION

GRANT AWARD - COMPREHENSIVE COMMUNITY CORRECTIONS ACT

AND PRETRIAL SERVICES ACT - \$21,872

WHEREAS, Colonial Community Corrections was originally awarded \$745,413 by the Department of Criminal Justice Services (DCJS) Comprehensive Community Corrections Act (CCCA) Pretrial Services Act (PSA) Grant and these funds were appropriated by James City County in the Fiscal Year (FY) 2022 budget; and

WHEREAS, DCJS increased the FY2022 Grant Award by \$21,872 (for a total award of \$767,285) to account for salary increases for full-time state funded local employees of CCCA and PSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation of an additional \$21,872 to the Colonial Community Corrections Fund.

Revenue:

Commonwealth of Virginia	\$21,872
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Expenditure:

FY2022 CCCA/PSA Personnel	\$21,872
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Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

GA-CCActPretrlSrvc-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Authorization to Purchase 8 Police Vehicles - \$214,573

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Police	Peterson, Eric	Approved	10/6/2021 - 6:03 PM
Police	Peterson, Eric	Approved	10/7/2021 - 5:05 PM
Publication Management	Daniel, Martha	Approved	10/8/2021 - 9:12 AM
Legal Review	Kinsman, Adam	Approved	10/8/2021 - 4:14 PM
Board Secretary	Fellows, Teresa	Approved	10/11/2021 - 8:38 AM
Board Secretary	Rinehimer, Bradley	Approved	10/15/2021 - 9:43 AM
Board Secretary	Fellows, Teresa	Approved	10/15/2021 - 10:29 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Eric A. Peterson, Chief of Police

SUBJECT: Authorization to Purchase Eight Police Vehicles - \$214,573

James City County Police Department requested and was authorized funds in the County's Fiscal Year 2022 Budget to purchase replacement police vehicles. The department is prepared at this time to purchase seven of those vehicles at a cost of \$187,751.20. An additional replacement vehicle for one that was totaled in a traffic accident is also part of this purchase at a cost of \$26,821.60. Purchasing replacement vehicles is a regular, standard practice.

Police Department, Fleet & Equipment, and Purchasing staff examined different options and determined the lowest procurement method for this purchase is to use a cooperative purchasing contract issued by the Virginia Sheriff's Association to Hall Automotive in Virginia Beach. The Virginia Sheriff's Association contract contains wording allowing other localities to purchase from the Contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

Adoption of the attached resolution will allow a purchase order to be created to procure eight model year 2022 Dodge Charger police-package vehicles. The cost is \$26,821.60 per vehicle, for a total cost of \$214,572.80. Those funds are available within the Police Department's current budget.

Staff recommends adoption of the attached resolution authorizing the Purchasing Department to create a purchase order for the procurement of eight police vehicles described in this memorandum for a total cost of \$214,572.80.

EAP/md
8PoliceVehPurch-mem

Attachments

RESOLUTION

AUTHORIZATION TO PURCHASE EIGHT POLICE VEHICLES - \$214,573

WHEREAS, funds are available through the Police Department's Fiscal Year 2022 Adopted Budget for replacement vehicles; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Virginia Sheriff's Association issued a cooperative purchasing contract to Hall Automotive as a result of a competitive sealed Invitation for Bid; and

WHEREAS, the Police Department, Fleet & Equipment, and Purchasing staff determined the Contract specifications meet the County's performance requirements for eight police vehicles at a price of \$214,573 through Hall Automotive in Virginia Beach.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the Purchasing Director and County Administrator to execute a Purchase Order with Hall Automotive for eight police vehicles in the amount of \$214,573.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

8PoliceVehPurch-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: David J. Hardin, Sheriff

SUBJECT: Appropriation - State Compensation Board Mandated Sworn Sheriff Officers Bonus - \$41,984

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	10/8/2021 - 2:32 PM
Publication Management	Pobiak, Amanda	Approved	10/8/2021 - 3:54 PM
Legal Review	Kinsman, Adam	Approved	10/8/2021 - 4:13 PM
Board Secretary	Fellows, Teresa	Approved	10/11/2021 - 8:37 AM
Board Secretary	Rinehimer, Bradley	Approved	10/11/2021 - 8:41 AM
Board Secretary	Fellows, Teresa	Approved	10/11/2021 - 10:23 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: David J. Hardin, Sheriff

SUBJECT: Appropriation - State Compensation Board Mandated Sworn Sheriff Officers Bonus - \$41,984

At the General Assembly's 2021 Special Session II, allocations of the Commonwealth's distribution of federal American Rescue Plan Act (ARPA) funds were determined and later approved by the Governor on August 10, 2021. These allocations include a one-time \$3,000 bonus payment for qualifying Compensation Board funded positions in Sheriff's Offices.

Legislative intent provides that this a one-time bonus to be paid in Fiscal Year 2022 and does not represent base salary funding. As a result, this amount is in addition to and does not supplant local salary supplement funds. Based on guidance from the Compensation Board, the bonus must be implemented no later than November 30, 2021. The Compensation Board will provide reimbursement for the bonus amounts paid using the ARPA funding, and this additional amount will be received by localities with the payroll reimbursement for the month in which the bonus payments are made.

The amount to be received by the County to provide these bonus payments is \$41,984. The attached resolution appropriates the ARPA revenue to be received by the Compensation Board and the related expenditure for the bonus payments.

Staff recommends the adoption of the attached resolution.

DJH/ap
AppropShrffOcsBnus-mem

Attachment

RESOLUTION

APPROPRIATION - STATE COMPENSATION BOARD MANDATED

SWORN SHERIFF OFFICERS BONUS - \$41,894

WHEREAS, the General Assembly determined allocations of the Commonwealth's distribution of federal American Rescue Plan Act (ARPA) at the 2021 Special Session II; and

WHEREAS, one-time \$3,000 bonus payments to qualifying Compensation Board funded positions in Sheriff's Offices were included in the approved allocations; and

WHEREAS, this amount is intended to be a one-time bonus payment that does not represent base salary funding and, consequently, is in addition to and does not supplant local salary supplement funds; and

WHEREAS, the bonus must be implemented no later than November 30, 2021; and

WHEREAS, the Compensation Board will provide reimbursement to the County for the bonuses paid through the Commonwealth's allocation of ARPA funds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the General Fund for the purpose described above:

Revenue:

Compensation Board - ARPA Sheriff Bonus \$41,984

Expenditures:

Sheriff - Salaries	\$39,000
Sheriff - Fringe Benefits	<u>2,984</u>
Total	<u>\$41,894</u>

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

AppropShrffOcsBnus-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Authorization of One-Time Employee Pay Adjustment

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Admin	Fellows, Teresa	Approved	10/19/2021 - 3:40 PM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Scott A. Stevens, James City County Administrator

SUBJECT: Authorization of One-Time Employee Pay Adjustment

Over the past 18 months, County staff have overcome various challenges in order to continue providing exceptional services to citizens. Staff regularly puts in extra effort to ensure that the work is completed, but extended vacancies in many departments have increased the work load for many of our employees.

The County has exercised fiscal responsibility by monitoring revenues and expenditures, utilizing relief funding received, and implementing cost-saving measures. As a result, the County increased its Fund Balance at the end of Fiscal Year 2021, and savings are expected during Fiscal Year 2022 based on the planned use of relief funds.

To recognize the hard work and dedication of County employees, I recommend that a portion of these savings be used to provide a one-time payment for employees. My recommendation is \$3,000 for full-time uniformed or sworn public safety employees and \$1,500 for all other full-time employees (\$750 for regular, part-time). To be eligible for this payment, employees must be actively employed with the County at the time of the payment and have been hired by May 1, 2021. The effective date of this payment would be November 14, 2021.

The estimated total cost for the one-time payment is \$1,525,000. The attached resolution authorizes the use of General Fund savings for this purpose and authorizes the allocation in the applicable departments.

Staff recommends adoption of the attached resolution.

SAS/md
EmployeePayAdj-mem

Attachment

RESOLUTION

AUTHORIZATION OF ONE-TIME EMPLOYEE PAY ADJUSTMENT

WHEREAS, James City County desires to recognize staff for their efforts during the COVID-19 pandemic; and

WHEREAS, the County Administrator recommends a one-time pay adjustment for uniformed or sworn public safety positions in the amount of \$3,000; and

WHEREAS, the County Administrator recommends a one-time pay adjustment for all other regular or limited term positions in the amount of \$1,500 for full-time employees and \$750 for part-time employees; and

WHEREAS, to be eligible, employees must be actively employed with the County at the time of payment and have been hired by May 1, 2021; and

WHEREAS, the estimated cost for this one-time pay adjustment is \$1,525,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves a one-time pay adjustment to eligible regular and limited term positions as recommended by the County Administrator effective November 14, 2021, and authorizes the use of the General Fund savings for this purpose, to be allocated to the applicable departments for a total of \$1,525,000.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

EmployeePayAdj-res

ITEM SUMMARY

DATE: 10/26/2021

TO: Board of Supervisors

FROM: Barry E. Moses

SUBJECT: Contract Award Consideration - The Foxes Stream Restoration

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Existing Conditions Photo 1	Exhibit
☐	Existing Conditions Photo 2	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Capital Projects	Moses, Barry	Approved	10/11/2021 - 3:01 PM
General Services	Boone, Grace	Approved	10/11/2021 - 4:02 PM
Publication Management	Pobiak, Amanda	Approved	10/11/2021 - 4:33 PM
Legal Review	Kinsman, Adam	Approved	10/12/2021 - 5:09 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 9:03 AM
Board Secretary	Purse, Jason	Approved	10/18/2021 - 10:17 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:34 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Barry E. Moses, Capital Projects Coordinator

SUBJECT: Contract Award - The Foxes Stream Restoration - \$370,785

The Foxes Stream Restoration will repair drainage infrastructure and protect property by stabilizing erosion in an area of the County which has highly erodible soils and uncontrolled runoff from upstream development that was created prior to stormwater management regulations. The project flows west to east between The Foxes and Graylin Woods subdivisions (see attached location map). The Foxes Stream Restoration is in the Mill Creek Watershed. The project includes restoration of approximately 1,030 linear feet of eroded stream channel. The goal of the design is to create a channel with a stable pattern, profile and dimension, and stabilize actively eroding banks. Natural channel design principles were utilized to develop the limits for the design. Streambank stabilization structures will be employed in the stream restoration. Invasive plants will be removed and replaced with native trees, shrubs, and herbaceous vegetation. All necessary permits and/or approvals have been obtained for this project.

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

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

<u>Firm</u>	<u>Amount</u>
HGS, LLC, a Resource Environmental Solutions, LLC Company	\$370,785
Environmental Quality Resources, LLC	\$389,700
Finish Line Construction, Inc.	\$455,769

HGS, LLC, a Resource Environmental Solutions, LLC Company, has performed satisfactory work for James City County in the past and was determined to be the lowest qualified, responsive, and responsible bidder. This project is part of the approved Capital Improvements Program budget and \$202,689 of Stormwater Local Assistance grant funds, which are also available to fund this project.

Staff recommends approval of the attached resolution authorizing the contract award to HGS, LLC, a Resource Environmental Solutions, LLC Company.

BEM/ap
CA-FoxesStreamRest-mem

Attachment

RESOLUTION

CONTRACT AWARD - THE FOXES STREAM RESTORATION - \$370,785

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

WHEREAS, three bids were considered for award and HGS, LLC, a Resource Environmental Solutions, LLC Company, was the lowest qualified, responsive, and responsible bidder; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$370,785 to HGS, LLC, a Resource Environmental Solutions, LLC Company, for The Foxes Stream Restoration project.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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HIPPLE

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

CA-FoxesStreamRest-res





ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Richard Bradshaw, Commissioner of the Revenue

SUBJECT: Commissioner of the Revenue - Update

1. WAWA Revenue
2. AirBNB Tracking

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/19/2021 - 3:42 PM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Fiscal Year 2021 School Year-End Spending Plan Appropriation - \$8,128,540

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	JCC Letter Spending Plan FY21	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/15/2021 - 10:51 AM
Board Secretary	Fellows, Teresa	Approved	10/15/2021 - 10:52 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Fiscal Year 2021 School Year-End Spending Plan Appropriation - \$8,128,540

At a meeting on September 21, 2021, the Williamsburg-James City County School (WJCC) Board adopted a spending plan for the Fiscal Year (FY) 2021 year-end funds totaling \$8,991,748. These funds represent underspending and revenues received in excess of the original budget for the fiscal year that ended on June 30, 2021. The School Division estimates that the total year-end surplus will equal the amount of this year-end spending plan. No allocations of this surplus were included in the FY 2022 budget process, and based on this plan, no amount of the surplus would be returned to the funding localities.

The City/County School Contract, most recently revised in April 2017, includes the following provision:

Based on Section 22.1-100 of the Code of Virginia, local school funds unexpended in any year shall become part of the appropriated funds of the City and County for the School Board for the following year. However, based on a spending plan submitted by the School Board, unexpended local funds at year-end may be appropriated by the City and County for school purposes beyond those previously funded.

The County share of the total local funding for FY 2021 was 90.4%, and as a result, \$8,128,540 would be returned to the County. The spending plan adopted by WJCC includes the following County funds of \$8,128,540:

School Bus Replacements	\$1,130,000
Transit Fleet Expansion	361,600
Clara Byrd Baker Dehumidification Solution	1,220,400
Classroom Instruction Upgrade	708,239
Competitive Bus Driver Salaries	180,800
Capital Improvement Plan	<u>4,527,501</u>
	<u>\$8,128,540</u>

Attached is additional documentation provided by the School Division regarding the request. The attached resolution, if adopted, approves the School Board's requested spending plan and appropriates the funding in the County's budget to be used for the above intended purposes.

SBD/md
SchYrEndSpend2021-mem

Attachments

RESOLUTION

FISCAL YEAR 2021 SCHOOL YEAR-END SPENDING PLAN APPROPRIATION - \$8,128,540

WHEREAS, the Williamsburg-James City County School (WJCC) Board adopted a spending plan for the Fiscal Year (FY) 2021 year-end funds totaling \$8,991,748 with the County share representing \$8,128,540; and

WHEREAS, the Board of Supervisors must approve a spending plan for these unspent local funds under the terms and conditions of the City/County School Contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the FY 2022 budget for the following purposes:

General Fund - Funding Source:	
Fund Balance - Assigned	<u>\$8,128,540</u>
General Fund - Funding Uses:	
Transfer to Grants/Special Projects Fund	\$ 180,800
Transfer to Capital Projects Fund	<u>7,947,740</u>
	<u>\$8,128,540</u>
Grants/Special Projects Fund - Funding Source:	
Transfer from General Fund	\$180,800
Grants/Special Projects Fund - Expenditures:	
Education - Competitive Bus Driver Salaries	\$180,800
Capital Projects Fund - Funding Source:	
Transfer from General Fund	\$7,947,740
Capital Projects Fund - Expenditures:	
Education - FY 2021 Year-end Spending Plan	\$7,947,740

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.



WILLIAMSBURG
JAMES CITY COUNTY
PUBLIC SCHOOLS
EST. 1955

October 8, 2021

WJCC School Board

Jim Kelly, PE
Chair
Jamestown District

**D. Greg Dowell, Jr.,
M.A.P.P.**
Vice Chair
Stonehouse District

Kyra Cook
Parliamentarian
City of Williamsburg

**James W. Beers,
Ph.D.**
Roberts District

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

Lisa Ownby, M.S.W.
Powhatan District

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

Superintendent
Olwen E. Herron, Ed.D.

Mr. Michael Hipple
Chair, Board of Supervisors
James City County
101 Mounts Bay Road, Building D
Williamsburg, VA 23185

Dear Mr. Hipple,

On behalf of the School Board of Williamsburg-James City County Schools, I am pleased to share the school division's year-end spending plan, which addresses the impact of COVID-19 and our ability to deliver full-time in-person instruction to students safely.

The FY 21 surplus is approximately \$8,991,748 or 6.4% of the school division's total operating budget. This amount includes \$8,028,935 in revenue received above the adopted budget. I want to stress that school administration was purposefully cautious in our spending this year because of the uncertainty of the pandemic. Likewise, we conservatively estimated 40% reductions in state lottery funds to align with the budgeted reduction in education sales tax by the localities; however, these reductions did not materialize. The budget amendment in June to recognize this revenue – while helpful in meeting division needs – came too late for strategic expenditures.

As you know, the Code of Virginia, 22.1-100, states that school divisions may not carry over funds from one fiscal year to the next. In keeping with the law and established practices, the school division provides our funding partners with a request to reallocate unspent funds. The attached year-end spending plan identifies critical items in the face of COVID-19 and other needs for student safety and learning. You will note that the plan also includes a request to allocate remaining unspent funds to be set aside to help support the division's future capital needs.

A copy of the WJCC Schools year-end spending plan is also being provided to the City and County finance departments for review. We appreciate your careful consideration of this request and the reallocation of funds.

Thank you for your continued partnership and commitment to providing all students with a high-quality education in safe and healthy school buildings.

Sincerely,


Jim Kelly
School Board Chair



Williamsburg – James City County Public Schools FY21 Year-End Status & Proposed Year-End Spending Plan

By State code Section 22.1-100, WJCC Schools cannot carry-over funds from one fiscal year to the next. Additionally, it is imperative that the division does not operate with a deficit. Financially conservative budgeting should thus result in a surplus at the end of a fiscal year.

The FY21 budget assumed a forty percent deficit in Sales Tax dedicated to education and a forty percent deficit in lottery funding due to the impact of the COVID-19 pandemic. These deficits in funding did not materialize; therefore, the surplus at the end of FY21 reflects sales tax and lottery funds appropriated to the school division in June 2021.

The contract by which WJCC Schools operates requires the approval of a year-end spending plan by both city and county governing bodies. Any non-allocated funds must be returned to those governing bodies.

Year-end Remaining Funds Estimate

The FY21 year-end remaining funds estimate is \$8.9 million. The amount comprises \$8,028,935 of revenue received in excess of the original budget appropriation and expenditures \$962,813 (0.7%) less than the original budget appropriation.

Description	Amount	% of Total	% of Budget
Revenue in Excess of Original Appropriation	\$ 8,028,935	89.3%	5.7%
Expenditures Less than Original Appropriation	962,813	10.7%	0.7%
Total year-end surplus estimate	\$ 8,991,748	100.0%	6.4%

Education Sales Tax under Budgeted

The revenue above the initial appropriation is primarily the result of sales tax revenue provided to the division by James City County and the City of Williamsburg in June 2021. The funds were approved by the School Board at the next School Board meeting on June 1, 2021. Due to the late transfer of these funds, they could not be used in the 2020-21 School Year.

EDUCATION SALES TAX INFORMATION			
Locality	Revised FY21		
	Original FY21 Budget	Budget (June 2021)	FY21 YTD Actual
James City County	\$ 7,965,000	\$13,036,302	\$ 14,224,708
City of Williamsburg	842,301	1,449,856	1,576,279
Total	\$ 8,807,301	\$14,486,158	\$ 15,800,987



Williamsburg – James City County Public Schools FY21 Year-End Status & Proposed Year-End Spending Plan

Lottery funded state revenues were also originally budgeted with an anticipated decline of approximately forty percent which did not materialize.

LOTTERY FUNDED STATE REVENUE			
Original FY21 Budget		Revised FY21 Budget	
		(June 2021)	FY21 YTD Actual
\$	2,069,464	\$ 3,590,780	\$ 3,629,086

YEAR-END SPENDING PLAN

Part 1: Immediate Needs

WJCC School's administration proposes the following spending plan to address the immediate needs of the division:

School Bus Replacements

In 2014, WJCC developed a smooth bus replacement plan. The plan includes a proposed number of replacement buses each fiscal year, the age of the buses to be replaced and estimated future costs for each bus (including a 3% annual rate of inflation). We are recommending the purchase of 10 replacement buses to maintain the current bus replacement plan. Currently WJCC Schools has 22 buses with over 250,000 miles, 23 buses with between 200,000 and 250,000 miles and 32 buses with between 150,000 – 200,000 miles.

Fiscal Year	Estimated Bus Cost \$ (3% Infl.)	Age Based			Estimated Future Cost for Smoothing Plan	Mileage Based		
		Smooth Plan	Age>15 Years	Actual number of buses replaced		Mileage Between 150k & 200k	Mileage Between 200k & 250k	Mileage >250k
FY2019	109,758	10	12	14	\$ 1,097,580			
FY2020	113,051	10	12	2	1,130,507			
FY2021	116,442	10	8	14	1,164,423			
FY2022	119,936	10	21		1,199,355	32	23	22
FY2023	123,534	10	0		1,235,336			
FY2024	127,240	10	6		1,272,396			
FY2025	131,057	10	26		1,310,568			
FY2026	134,988	10	4		1,349,885			
FY2027	139,038	10	12		1,390,382			
FY2028	143,209	10	5		1,432,093			
FY2029	147,506	10	8		1,475,056			
FY2030	151,931	10	4		1,519,307			
FY2031	156,489	10	12		1,564,887			
FY2032	161,183	10	13		1,611,833			
FY2033	166,019	10	5		1,660,188			
FY2034	170,999	10	12		1,709,994			
Total		160	160		\$ 22,123,790			

The fiscal year for replacement is determined by the in service date of the school bus.

The estimated cost is \$1,250,000



Williamsburg – James City County Public Schools FY21 Year-End Status & Proposed Year-End Spending Plan

Transit Fleet Expansion

National and local bus driver shortages impact the school division's ability to transport all students to school. To ensure all students would be transported to school at the beginning of the school year, WJCC Schools contracted with a transportation services vendor to transport select students, mainly for out of zone or out of area routes. The goal is to bring all transportation back in-house by adding 10 minivans to transport select students. As drivers do not need a CDL license to drive these vehicles, hiring and training drivers for these vehicles will take less time and yield better outcomes. Minivans will be used to transport students that are currently on buses with smaller ridership and select McKinney Vento, Out-of-Zone, and Special Education students.

The estimated cost is \$400,000

Clara Byrd Baker Dehumidification Solution

In the current COVID era, providing the building with more outside air will provide a better overall result. The current HVAC system will require new equipment and an upgraded electrical service to fully control humidity in the building. The HVAC system at Clara Byrd is provided by heat pumps with a central condenser water loop. A closed-circuit cooler and boiler serve the condenser water system in the main portion of the building. The system concept is unchanged from the original construction in 1988 and was not designed with systems which have the humidity control capability which is available today. Heat pumps are now readily available with a built-in dehumidification capability. Additionally, specialized units which can process 100% outside air are common. Humidity control of the building will be improved, therefore, improving indoor air quality.

The estimated cost is \$1,350, 000

Classroom Instruction Upgrade

The division instructional technology standard for each classroom includes a ceiling mounted projector and teacher control panel. Many of the classroom projectors are using the older bulb-based technology, and the teacher control panels have reached the end of useful life. Some classrooms (325) were upgraded this summer. This request allows for the upgrade of all remaining classrooms (263), installation, and warranty.

The estimated cost is \$783,450

Part 2: FY22 Budget Amendment Request

Part 2: Transfer of \$200,000 to FY22 Operating Budget/ Competitive Bus Driver Salaries

The shortage of bus drivers nationally and locally has presented a major challenge to the school division at the start of the SY21-22. Arrival and dismissal times have been impacted across the school division leading to changes in bell schedules and contracting some bus routes. Having reviewed bus driver salaries across the local region, there is a need to increase bus driver salaries to remain competitive and attract and retain additional drivers. A comparison chart of salaries is presented on the next page.



Williamsburg – James City County Public Schools FY21 Year-End Status & Proposed Year-End Spending Plan

School Division	Starting Wage	Driver Deficit
Poquoson	\$16.50	0
Newport News	\$15.80	90
Hampton	\$15.73	50
York	\$15.49	24
WJCC	\$15.24	27

We are requesting the appropriation of end of year funds to the FY22 operating budget to increase bus driver salaries immediately.

The total estimated cost is: \$200,000

The total estimated cost for immediate needs is \$3,983,450.

Part 3: WJCC Schools Capital Improvement Plan Revision Request

WJCC Schools' Administration proposes the allocation of all remaining surplus funds, \$5,008,298, for capital improvement projects already approved by James City County and the City of Williamsburg with the specific request to use these funds to revise the current Capital Improvement Plan. We recommend moving the projects into the year in which they are needed as detailed below.

Jamestown Cafeteria Design and Construction & Lafayette 900 Building Renovation

Jamestown Cafeteria Design and Construction and Lafayette 900 Building Renovation projects were included in the original School Board approved Capital Improvement Plan. In both cases, the year of implementation originally recommended by the school board was changed in the final approved plan. We recommend moving the projects into the years in which they are needed.

Rationale: The Jamestown High cafeteria is an immediate need to allow sufficient space for students during lunch. The current space is inadequate for the number of students. We request that the design process begin in FY22 and construction in FY23.

Rationale: Design for the renovation of the Lafayette 900 building is approved for FY22. We recommend construction begin in FY23. The space currently utilized by Child Development Resources (CDR) will be vacated in June 2022. This will allow renovation of the space to begin immediately.

• Fund Jamestown cafeteria design	FY22	\$ 221,000
• Fund Jamestown cafeteria construction	FY23	\$2,278,000
• Fund Lafayette Renovation of 900 Building	FY23	\$2,946,000

The estimated cost for these projects is \$5,445,000. The funds returned to James City County and the City of Williamsburg allocated to the sustainability fund would defray ninety-two percent of the cost of the aforementioned projects.

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Eric Peterson, Chief of Police

SUBJECT: School Resource Officers Update

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/27/2021 - 10:49 AM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Sharon Day, Director of Financial and Management Services

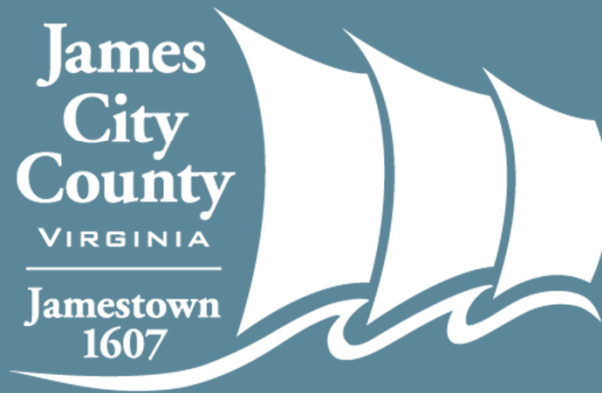
SUBJECT: FY 2021 Year-end Financial Update

ATTACHMENTS:

	Description	Type
📎	FY 2021 Year-end Financial Update	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/19/2021 - 3:41 PM



FY2021 and FY2022 Financial Updates

Board of Supervisors Business Meeting: October 26, 2021



Fiscal Year 2021

Preliminary Year-end Results





General Fund - Revenue

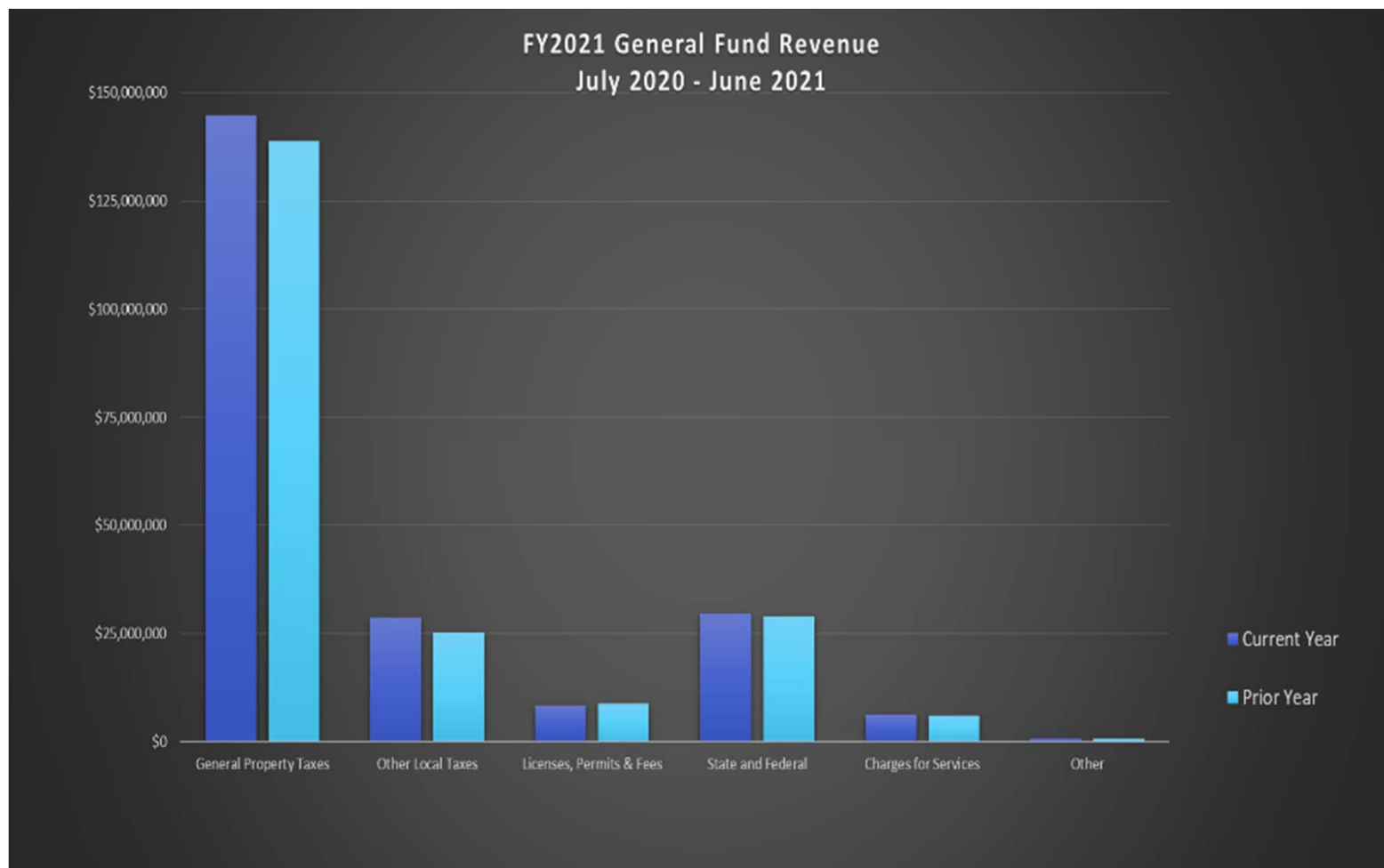
FY2021 – Fourth Quarter



General Fund Revenue July 2020 – June 2021

	Preliminary (Unaudited)			
	Budget	Actual	Prior Year Actual	Difference
General Property Taxes	\$ 138,280,000	\$ 144,766,114	\$ 138,724,196	\$ 6,041,918
Other Local Taxes	19,649,250	28,723,065	25,371,284	3,351,781
Licenses, Permits, & Fees	6,276,000	8,354,259	8,878,568	(524,309)
Fines & Forfeitures	253,000	154,314	231,608	(77,294)
Use of Money & Property	200,000	209,975	198,996	10,979
State and Federal	29,028,908	29,635,864	28,998,454	637,410
Charges for Services	6,815,284	6,341,311	5,925,137	416,174
Miscellaneous & Transfers	262,350	301,558	258,733	42,825
Fund Balance	7,674,685	-	-	-
Total	\$ 208,439,477	\$ 218,486,460	\$ 208,586,976	\$ 9,899,484
		Percentage change from prior year		4.7%



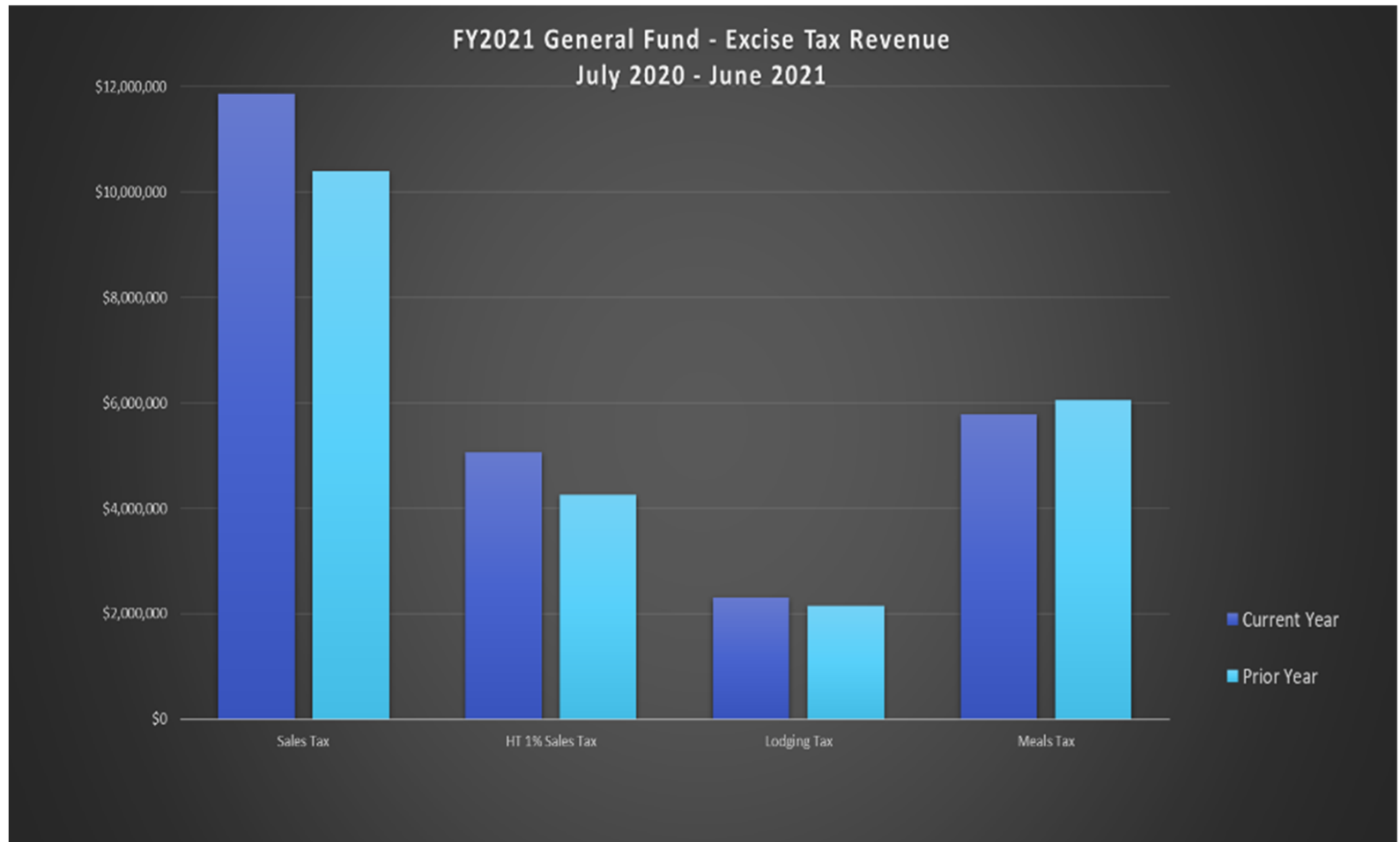


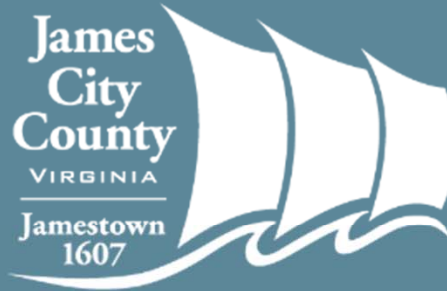


General Fund Revenue – Excise Taxes July 2020 – June 2021

	Preliminary (Unaudited)		Prior Year	
	Budget	Actual	Actual	Difference
Local Sales Tax	\$ 6,660,000	\$ 11,861,174	\$ 10,402,615	\$ 1,458,559
Historic Triangle 1% Sales Tax	2,790,000	5,065,507	4,257,979	807,528
Lodging Tax	1,487,500	2,301,770	2,158,572	143,198
Meals Tax	6,795,000	5,781,318	6,049,097	(267,779)
Total	\$ 17,732,500	\$ 25,009,769	\$ 22,868,263	\$ 2,141,506
		Percentage change from prior year		9.4%







General Fund - Expenditures

FY2021 – Fourth Quarter



General Fund Spending July 2020 – June 2021

Department	Budget	Actual (Unaudited)	\$ Over/(Under) Budget	% of Budget Used
General Admin.	\$ 3,182,904	\$ 2,912,450	\$ (270,454)	91.5%
Court Services	4,434,423	4,019,834	(414,589)	90.7%
Public Safety	28,366,937	27,665,588	(701,349)	97.5%
Financial Admin.	4,914,827	4,377,528	(537,299)	89.1%
Information Technology	4,784,862	4,215,419	(569,443)	88.1%
Community Development	3,255,692	3,077,544	(178,148)	94.5%
General Services	12,772,166	12,274,589	(497,577)	96.1%
Parks & Recreation	6,839,631	6,146,958	(692,673)	89.9%
WJCC School Division	113,780,130	103,522,212	(10,257,918)	91.0%
Contributions to Outside Entities and Transfers to Other Funds	26,107,905	23,773,936	(2,333,969)	91.1%
Total	\$ 208,439,477	\$ 191,986,058	\$ (16,453,419)	92.1%





FY2021 Results of Operations	
Revenue	\$ 218,486,459
Expenditures/Encumbrances	(191,986,059)
Surplus	\$ 26,500,400
Reserves: health/dental claims, debt and CIP	\$ 9,758,172
School reversion	8,128,540
Addition to Unassigned Fund Balance	8,613,688
	\$ 26,500,400



Fiscal Year 2022

First Quarter Results





General Fund - Revenue

FY2022 – First Quarter



General Fund Revenue

July – Sept. 2021

	Preliminary (Unaudited)			
	Budget	Actual	Prior Year Actual	Difference
General Property Taxes	\$ 143,485,000	\$ 870,858	\$ 1,045,770	\$ (174,912)
Other Local Taxes	26,700,000	5,202,498	3,398,235	1,804,263
Licenses, Permits, & Fees	8,667,000	796,065	354,833	441,232
Fines & Forfeitures	245,000	37,251	25,112	12,139
Use of Money & Property	205,000	35,295	50,314	(15,019)
State and Federal	15,641,400	2,968,673	4,439,785	(1,471,112)
Charges for Services	7,061,600	1,906,232	1,538,635	367,597
Miscellaneous & Transfers	195,000	59,470	25,480	33,990
Fund Balance	7,000,000	-	-	-
Total	\$ 209,200,000	\$ 11,876,342	\$ 10,878,164	\$ 998,178
		Percentage change from prior year		9.2%





General Fund – Excise Taxes July – Sept. 2021

	Preliminary (Unaudited)		Prior Year Actual	Difference
	Budget	Actual		
Local Sales Tax	\$ 10,750,000	\$ 1,334,634	\$ 944,578	\$ 390,056
Historic Triangle 1% Sales Tax	4,100,000	585,927	553,684	32,243
Lodging Tax	2,200,000	892,985	407,110	485,875
Meals Tax	6,100,000	1,665,713	818,063	847,650
Total	\$ 23,150,000	\$ 4,479,259	\$ 2,723,435	\$ 1,755,824
		Percentage change from prior year		64.5%





General Fund - Expenditures

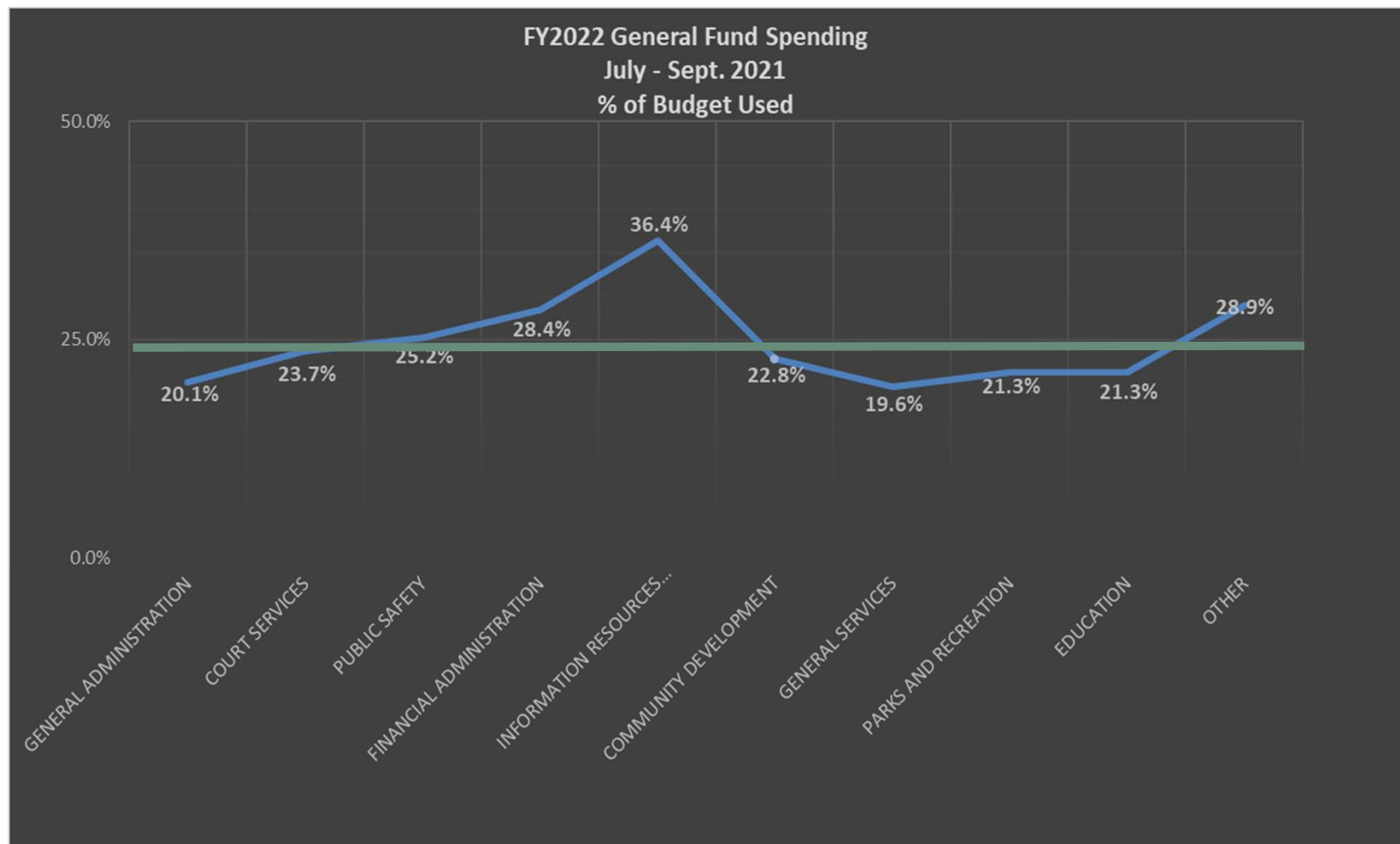
FY2022 – First Quarter



General Fund Spending July – Sept. 2021

Department	Budget	Actual (Unaudited)	\$ Over/(Under) Budget	% of Budget Used
General Admin.	\$ 3,903,835	\$ 783,436	\$ (3,120,399)	20.1%
Court Services	4,418,447	1,045,815	(3,372,632)	23.7%
Public Safety	29,821,311	7,503,135	(22,318,176)	25.2%
Financial Admin.	5,049,898	1,433,755	(3,616,143)	28.4%
Information Technology	4,999,546	1,820,274	(3,179,272)	36.4%
Community Development	3,314,518	754,925	(2,559,593)	22.8%
General Services	13,573,523	2,662,599	(10,910,924)	19.6%
Parks & Recreation	7,382,724	1,570,541	(5,812,183)	21.3%
WJCC School Division	100,900,844	21,522,854	(79,377,990)	21.3%
Contributions to Outside Entities and Transfers to Other Funds	35,835,354	10,356,827	(25,478,527)	28.9%
Total	\$ 209,200,000	\$ 49,454,161	\$ (159,745,839)	23.6%







FY2021 and FY2022 Financial Updates

Board of Supervisors Business Meeting: October 26, 2021

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Sharon Day, Director of Financial and Management Services

SUBJECT: FY 2022 First Quarter Financial Update

ATTACHMENTS:

	Description	Type
	FY 2022 First Quarter Financial Update	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/19/2021 - 3:41 PM



FY2021 and FY2022 Financial Updates

Board of Supervisors Business Meeting: October 26, 2021



Fiscal Year 2021

Preliminary Year-end Results





General Fund - Revenue

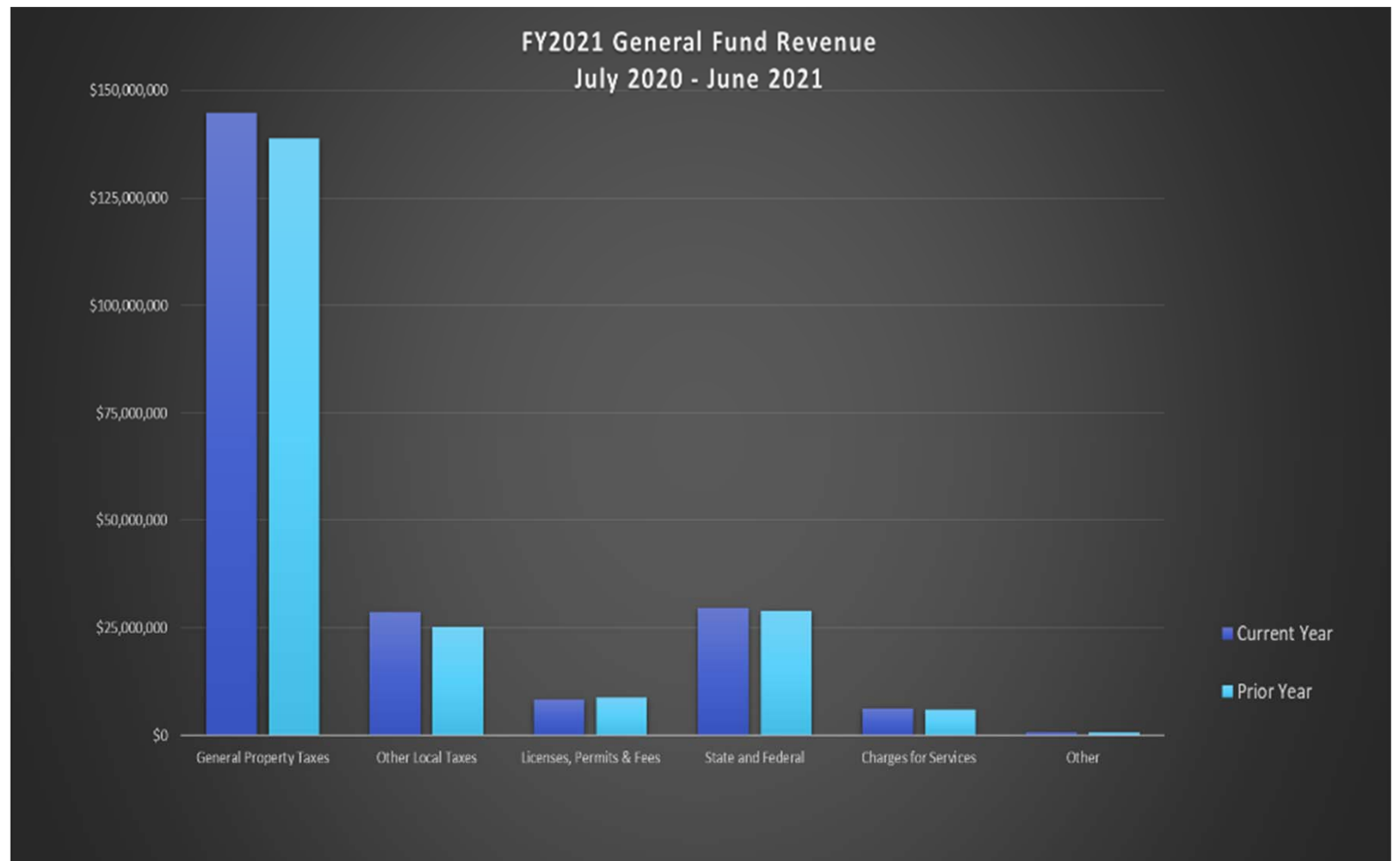
FY2021 – Fourth Quarter



General Fund Revenue July 2020 – June 2021

	Preliminary (Unaudited)			
	Budget	Actual	Prior Year Actual	Difference
General Property Taxes	\$ 138,280,000	\$ 144,766,114	\$ 138,724,196	\$ 6,041,918
Other Local Taxes	19,649,250	28,723,065	25,371,284	3,351,781
Licenses, Permits, & Fees	6,276,000	8,354,259	8,878,568	(524,309)
Fines & Forfeitures	253,000	154,314	231,608	(77,294)
Use of Money & Property	200,000	209,975	198,996	10,979
State and Federal	29,028,908	29,635,864	28,998,454	637,410
Charges for Services	6,815,284	6,341,311	5,925,137	416,174
Miscellaneous & Transfers	262,350	301,558	258,733	42,825
Fund Balance	7,674,685	-	-	-
Total	\$ 208,439,477	\$ 218,486,460	\$ 208,586,976	\$ 9,899,484
		Percentage change from prior year		4.7%



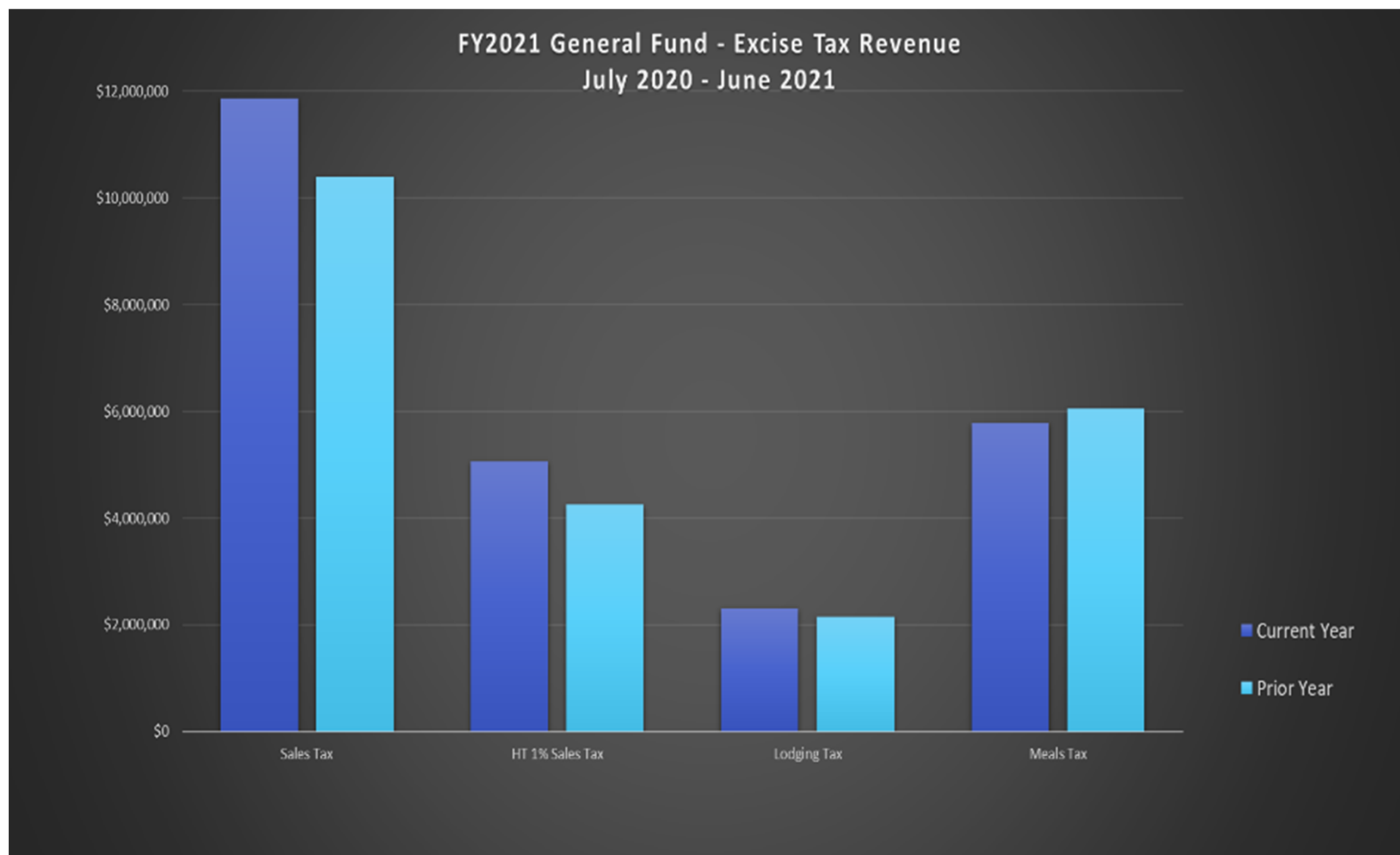




General Fund Revenue – Excise Taxes July 2020 – June 2021

	Preliminary (Unaudited)		Prior Year	
	Budget	Actual	Actual	Difference
Local Sales Tax	\$ 6,660,000	\$ 11,861,174	\$ 10,402,615	\$ 1,458,559
Historic Triangle 1% Sales Tax	2,790,000	5,065,507	4,257,979	807,528
Lodging Tax	1,487,500	2,301,770	2,158,572	143,198
Meals Tax	6,795,000	5,781,318	6,049,097	(267,779)
Total	\$ 17,732,500	\$ 25,009,769	\$ 22,868,263	\$ 2,141,506
		Percentage change from prior year		9.4%







General Fund - Expenditures

FY2021 – Fourth Quarter



General Fund Spending July 2020 – June 2021

Department	Budget	Actual (Unaudited)	\$ Over/(Under) Budget	% of Budget Used
General Admin.	\$ 3,182,904	\$ 2,912,450	\$ (270,454)	91.5%
Court Services	4,434,423	4,019,834	(414,589)	90.7%
Public Safety	28,366,937	27,665,588	(701,349)	97.5%
Financial Admin.	4,914,827	4,377,528	(537,299)	89.1%
Information Technology	4,784,862	4,215,419	(569,443)	88.1%
Community Development	3,255,692	3,077,544	(178,148)	94.5%
General Services	12,772,166	12,274,589	(497,577)	96.1%
Parks & Recreation	6,839,631	6,146,958	(692,673)	89.9%
WJCC School Division	113,780,130	103,522,212	(10,257,918)	91.0%
Contributions to Outside Entities and Transfers to Other Funds	26,107,905	23,773,936	(2,333,969)	91.1%
Total	\$ 208,439,477	\$ 191,986,058	\$ (16,453,419)	92.1%





FY2021 Results of Operations	
Revenue	\$ 218,486,459
Expenditures/Encumbrances	(191,986,059)
Surplus	\$ 26,500,400
Reserves: health/dental claims, debt and CIP	\$ 9,758,172
School reversion	8,128,540
Addition to Unassigned Fund Balance	8,613,688
	\$ 26,500,400





Fiscal Year 2022

First Quarter Results





General Fund - Revenue

FY2022 – First Quarter



General Fund Revenue July – Sept. 2021

	Preliminary (Unaudited)			
	Budget	Actual	Prior Year Actual	Difference
General Property Taxes	\$ 143,485,000	\$ 870,858	\$ 1,045,770	\$ (174,912)
Other Local Taxes	26,700,000	5,202,498	3,398,235	1,804,263
Licenses, Permits, & Fees	8,667,000	796,065	354,833	441,232
Fines & Forfeitures	245,000	37,251	25,112	12,139
Use of Money & Property	205,000	35,295	50,314	(15,019)
State and Federal	15,641,400	2,968,673	4,439,785	(1,471,112)
Charges for Services	7,061,600	1,906,232	1,538,635	367,597
Miscellaneous & Transfers	195,000	59,470	25,480	33,990
Fund Balance	7,000,000	-	-	-
Total	\$ 209,200,000	\$ 11,876,342	\$ 10,878,164	\$ 998,178
		Percentage change from prior year		9.2%





General Fund – Excise Taxes July – Sept. 2021

	Preliminary (Unaudited)			
	Budget	Actual	Prior Year Actual	Difference
Local Sales Tax	\$ 10,750,000	\$ 1,334,634	\$ 944,578	\$ 390,056
Historic Triangle 1% Sales Tax	4,100,000	585,927	553,684	32,243
Lodging Tax	2,200,000	892,985	407,110	485,875
Meals Tax	6,100,000	1,665,713	818,063	847,650
Total	\$ 23,150,000	\$ 4,479,259	\$ 2,723,435	\$ 1,755,824
		Percentage change from prior year		64.5%



General Fund - Expenditures

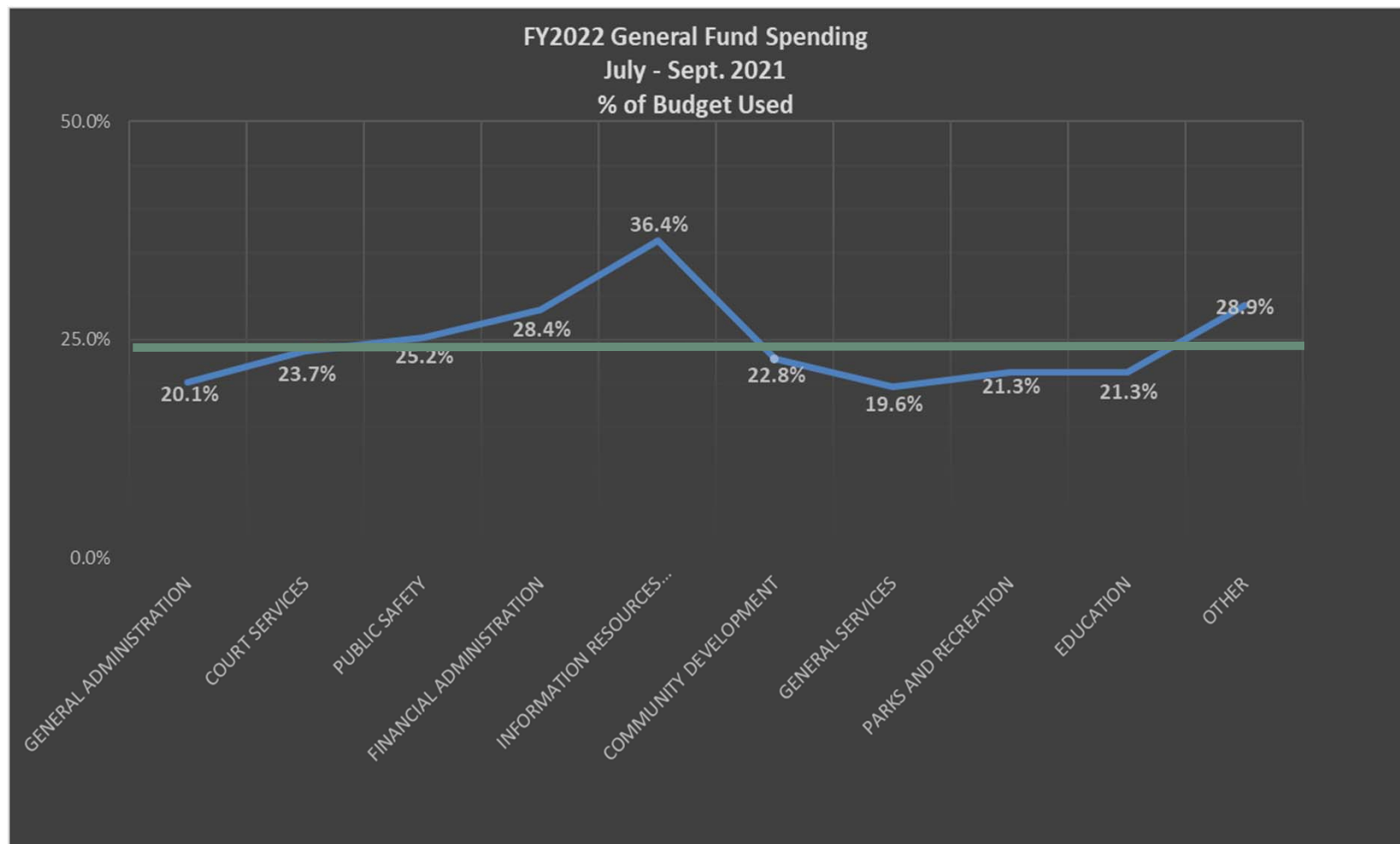
FY2022 – First Quarter



General Fund Spending July – Sept. 2021

Department	Budget	Actual (Unaudited)	\$ Over/(Under) Budget	% of Budget Used
General Admin.	\$ 3,903,835	\$ 783,436	\$ (3,120,399)	20.1%
Court Services	4,418,447	1,045,815	(3,372,632)	23.7%
Public Safety	29,821,311	7,503,135	(22,318,176)	25.2%
Financial Admin.	5,049,898	1,433,755	(3,616,143)	28.4%
Information Technology	4,999,546	1,820,274	(3,179,272)	36.4%
Community Development	3,314,518	754,925	(2,559,593)	22.8%
General Services	13,573,523	2,662,599	(10,910,924)	19.6%
Parks & Recreation	7,382,724	1,570,541	(5,812,183)	21.3%
WJCC School Division	100,900,844	21,522,854	(79,377,990)	21.3%
Contributions to Outside Entities and Transfers to Other Funds	35,835,354	10,356,827	(25,478,527)	28.9%
Total	\$ 209,200,000	\$ 49,454,161	\$ (159,745,839)	23.6%







FY2021 and FY2022 Financial Updates

Board of Supervisors Business Meeting: October 26, 2021

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Courtney Rogers, Davenport & Co.

SUBJECT: Financial Forecast Update

ATTACHMENTS:

	Description	Type
	Davenport's Financial Forecast Model presentation	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/19/2021 - 3:41 PM

James City County, Virginia

Planning Model Overview



October 26, 2021

Planning Model Overview and Assumptions



- Davenport & Company (“Davenport”), in our capacity as Financial Advisor to James City County (the “County”), built a planning model that currently projects five years beyond FY2022.
- Since our last discussion in January, we have been working with Finance to update and customize the model.
- The model includes each budget line item for all departments within the General Fund plus the contributions to the WJCC School Division, the Regional Library, Outside Entities and Transfers to Other Funds.
- Full assumptions will be included with each scenario provided and will note such things as reassessment years for the Real Estate tax revenues and Cost of Living adjustments across the board in addition to notes for anomalies such as the FY2020/FY2021 year due to the pandemic.
- One feature of the model is that it allows for the ability to adjust operating expenditures when a capital project impacts the operating budget.

Preliminary Model Output - Summary



	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Revenues									
General Property Taxes	134,744,837	138,724,196	138,280,000	143,485,000	146,448,750	148,474,388	151,610,195	153,725,016	156,984,391
Other Local Taxes	28,531,163	25,371,284	19,649,250	26,700,000	27,949,500	28,282,905	28,622,792	28,969,303	29,322,581
Licenses, Permits & Fees	9,496,532	8,878,568	6,276,000	8,667,000	8,795,000	8,925,560	9,058,731	9,194,566	9,333,117
Fines & Forfeitures	292,518	231,608	250,000	248,000	248,000	248,000	248,000	248,000	248,000
Use of Money & Property	166,340	198,996	200,000	205,000	205,000	205,000	205,000	205,000	205,000
Commonwealth	27,738,744	28,905,026	22,761,000	15,633,000	15,827,685	15,843,517	15,859,507	15,875,657	15,891,969
Federal Government	8,257	93,428	8,200	8,400	8,400	8,400	8,400	8,400	8,400
Charges for Services	6,230,843	5,925,138	6,794,000	7,061,600	7,061,600	7,061,600	7,061,600	7,061,600	7,061,600
Miscellaneous	281,529	221,688	209,550	192,000	192,000	192,000	192,000	192,000	192,000
Other Financing Sources	-	37,045	-	-	-	-	-	-	-
Use of Fund Balance	-	-	1,810,400	-	-	-	-	-	-
Total Revenues	207,490,764	208,586,977	196,238,400	202,200,000	206,735,935	209,241,369	212,866,225	215,479,542	219,247,058
Expenditures									
General Administration	2,604,599	2,593,500	2,991,394	3,868,835	3,987,381	4,109,746	4,236,058	4,366,447	4,501,049
Court Services	3,897,923	3,902,493	4,302,740	4,418,447	4,555,088	4,696,165	4,841,825	4,992,223	5,147,517
Public Safety	26,428,828	23,470,669	27,666,426	29,821,311	30,762,739	31,732,306	32,733,527	33,767,470	34,835,238
Financial Administration	4,227,268	4,465,387	4,837,750	5,049,898	5,229,166	5,415,017	5,607,703	5,807,485	6,014,636
Information Resources Management	4,024,287	3,951,367	4,491,034	4,999,546	5,152,080	5,309,410	5,471,691	5,639,084	5,811,755
Community Development	3,221,814	3,288,173	2,969,635	3,314,518	3,420,556	3,530,107	3,643,290	3,760,230	3,881,053
General Services	11,754,271	11,813,384	11,815,667	13,545,296	13,935,473	14,337,705	14,752,388	15,179,931	15,620,757
Parks & Recreation	6,384,500	5,837,052	6,656,786	7,410,951	7,635,648	7,867,436	8,106,548	8,353,224	8,607,710
Total County Operations	62,543,488	59,322,024	65,731,432	72,428,802	74,678,130	76,997,891	79,393,031	81,866,094	84,419,715
Contr. to WJCC School Division-Ops	91,070,061	90,536,751	92,720,422	86,100,844	87,822,861	89,579,318	91,370,904	93,198,323	95,062,289
Contr. to WJCC School Division-Debt Serv.	14,555,415	14,089,326	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000
Contr. to Wmbg. Regional Library	4,618,401	4,933,358	4,933,357	5,194,654	5,402,440	5,618,538	5,843,279	6,077,010	6,320,091
Contributions to Outside Entities	7,247,566	7,020,033	7,119,832	7,215,904	7,446,522	7,692,027	7,953,411	8,231,734	8,528,128
Transfers to Other Funds	26,900,784	20,731,468	10,633,357	16,129,600	17,483,788	18,192,338	19,405,374	20,123,028	20,876,431
Nondepartmental	60,347	89,570	300,000	330,196	340,102	350,305	360,814	371,639	382,788
Total Other	144,452,574	137,400,506	130,506,968	129,771,198	133,295,712	136,232,525	139,733,783	142,801,734	145,969,726
Total Expenditures	206,996,062	196,722,530	196,238,400	202,200,000	207,973,843	213,230,416	219,126,814	224,667,828	230,389,441
Revenues Less Expenditures	494,702	11,864,447	-	-	(1,237,908)	(3,989,047)	(6,260,589)	(9,188,286)	(11,142,383)
Beginning Unassigned Fund Balance		42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054
Addition/(Use) of Fund Balance		11,864,447	-	-	(1,237,908)	(3,989,047)	(6,260,589)	(9,188,286)	(11,142,383)
Ending Unassigned Fund Balance		53,922,501	42,058,054	42,058,054	40,820,146	38,069,007	35,797,465	32,869,768	30,915,671
Fund Balance Ratios									
Unassigned as a % of Revenues		25.9%	21.4%	20.8%	19.7%	18.2%	16.8%	15.3%	14.1%
Unassigned as a % of Expenditures		27.4%	21.4%	20.8%	19.6%	17.9%	16.3%	14.6%	13.4%

Preliminary Model Output – Revenue Snapshot



Account Code	Description	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
General Property Taxes										
3110	REAL ESTATE	99,671,708	100,450,285	102,000,000	104,000,000	106,080,000	107,140,800	109,283,616	110,376,452	112,583,981
3120	PERSONAL PROPERTY	23,729,263	25,199,126	24,800,000	26,000,000	26,780,000	27,583,400	28,410,902	29,263,229	30,141,126
3122	PERSONAL PROPERTY-MOBILE HOME	53,311	56,188	50,000	50,000	50,250	50,501	50,754	51,008	51,263
3125	PERSONAL PROPERTY-MACHINERY	5,792,160	6,359,224	6,000,000	6,250,000	6,281,250	6,312,656	6,344,220	6,375,941	6,407,820
3130	PUBLIC SERVICE	2,053,721	3,791,987	3,050,000	4,200,000	4,326,000	4,455,780	4,589,453	4,727,137	4,868,951
3140	DELINQUENT REAL ESTATE	1,128,009	979,050	825,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
3150	DELINQUENT PERSONAL PROPERTY	1,172,341	718,589	750,000	800,000	800,000	800,000	800,000	800,000	800,000
3152	DELINQUENT PP-MACH & TOOLS	-	(381)	-	-	-	-	-	-	-
3153	DELINQUENT PP-MOBILE HOMES	11,290	7,740	10,000	10,000	10,000	10,000	10,000	10,000	10,000
3154	DELINQUENT PUBLIC SERVICE	16,814	233,889	-	-	-	-	-	-	-
3155	PENALTIES	726,994	587,976	525,000	725,000	688,750	688,750	688,750	688,750	688,750
3160	INTEREST-DELINQUENT TAXES	389,226	340,523	270,000	350,000	332,500	332,500	332,500	332,500	332,500
	Subtotal	134,744,837	138,724,196	138,280,000	143,485,000	146,448,750	148,474,388	151,610,195	153,725,016	156,984,391
Other Local Taxes										
3210	LOCAL SALES TAX	11,095,133	10,402,615	6,660,000	10,750,000	10,857,500	10,966,075	11,075,736	11,186,493	11,298,358
3211	HISTORIC TRIANGLE 1% SALES TAX	4,662,279	4,257,979	2,790,000	4,100,000	4,100,000	4,100,000	4,100,000	4,100,000	4,100,000
3220	TRANSIENT OCCUPANCY TAX	2,922,370	2,158,572	1,487,500	2,200,000	2,244,000	2,288,880	2,334,658	2,381,351	2,428,978
3221	OCCUPANCY TAX PENALTIES	13,256	25,792	-	-	-	-	-	-	-
3222	OCCUPANCY TAX INTEREST	1,785	4,811	-	-	-	-	-	-	-
3228	CIGARETTE TAX	-	-	-	900,000	900,000	900,000	900,000	900,000	900,000
3225	MEALS TAX	7,509,366	6,049,097	6,795,000	6,100,000	7,198,000	7,377,950	7,562,399	7,751,459	7,945,245
3226	MEALS TAX PENALTIES	23,852	30,361	-	-	-	-	-	-	-
3227	MEALS TAX INTEREST	8,301	11,692	-	-	-	-	-	-	-
3230	DELINQUENT TAXES	459	-	-	-	-	-	-	-	-
3240	DEEDS OF CONVEYANCE	368,961	412,922	323,000	425,000	425,000	425,000	425,000	425,000	425,000
3260	BANK FRANCHISE TAX	783,685	484,998	616,250	725,000	725,000	725,000	725,000	725,000	725,000
3261	BANK FRANCHISE PENALTY	372	-	-	-	-	-	-	-	-
3262	BANK FRANCHISE INTEREST	118	-	-	-	-	-	-	-	-
3280	RECORDATION TAXES	1,141,226	1,532,445	977,500	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
	Subtotal	28,531,163	25,371,284	19,649,250	26,700,000	27,949,500	28,282,905	28,622,792	28,969,303	29,322,581
Licenses, Permits & Fees										

Preliminary Model Output – Expenditure Department Snapshot



Description	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
General Administration									
Board of Supervisors (011)	187,975	137,841	151,299	170,711	174,323	178,050	181,896	185,864	189,959
County Administration (012)	696,285	796,749	876,718	1,171,312	1,201,176	1,231,892	1,263,488	1,295,992	1,329,432
County Attorney (014)	473,296	509,064	527,279	560,745	577,739	595,303	613,459	632,224	651,622
Economic Development (151)	296,746	237,234	326,635	425,627	439,753	454,354	469,447	485,048	501,176
Human Resources (019)	581,496	478,268	543,667	671,742	694,362	717,752	741,936	766,944	792,802
Voter Registration and Elections (131)	368,800	434,343	565,796	868,698	890,439	912,773	935,718	959,290	983,508
Communications (034)	-	-	-	-	-	-	-	-	-
	2,604,599	2,593,500	2,991,394	3,868,835	3,977,792	4,090,124	4,205,943	4,325,362	4,448,500
Court Services									
Courthouse (176)	489,742	439,672	579,971	529,544	542,053	554,878	568,026	581,508	595,332
Clerk of the Circuit Court (041)	731,157	803,557	809,838	884,599	913,066	942,482	972,878	1,004,288	1,036,746
Commonwealth's Attorney (054)	1,040,387	1,114,779	1,114,746	1,262,692	1,302,926	1,344,511	1,387,492	1,431,917	1,477,834
Sheriff (061)	1,391,251	1,289,270	1,515,102	1,457,258	1,504,906	1,554,147	1,605,035	1,657,627	1,711,982
Courts/Judicial (177-181)	245,385	255,215	283,083	284,354	292,137	300,148	308,394	316,883	325,622
	3,897,923	3,902,493	4,302,740	4,418,447	4,555,088	4,696,165	4,841,825	4,992,223	5,147,517
Public Safety									
Police Department (062)	11,105,607	10,056,393	11,328,508	12,235,830	12,624,845	13,025,642	13,439,595	13,867,150	14,308,769
Animal Control (121)	157,033	136,446	162,799	294,528	303,219	312,179	321,417	330,943	340,766
Fire/EMS (071)	12,038,245	10,494,573	12,557,186	13,469,054	13,903,200	14,350,100	14,811,777	15,288,733	15,781,488
Emergency Management (073)	255,522	262,063	258,037	286,600	294,887	303,427	312,230	321,304	330,657
Emergency Communications (195)	2,872,422	2,521,194	3,359,896	3,535,299	3,636,588	3,740,958	3,848,508	3,959,340	4,073,558
	26,428,828	23,470,669	27,666,426	29,821,311	30,762,739	31,732,306	32,733,527	33,767,470	34,835,238

Preliminary Model Output – Expenditure Department Detail



	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
BOARD OF SUPERVISORS (011)									
SALARIES, BOARD	38,000	38,000	38,000	48,000	49,440	50,923	52,451	54,024	55,645
SALARIES, FULL-TIME	19,914	-	-	-	-	-	-	-	-
FRINGE BENEFITS	48,773	34,331	37,337	39,049	40,611	42,235	43,925	45,682	47,509
TOTAL PERSONNEL	106,687	72,331	75,337	87,049	90,051	93,159	96,376	99,706	103,154
ADVERTISING	14,202	11,239	19,800	19,800	20,196	20,600	21,012	21,432	21,861
CONTRACTUAL SERVICES	10,460	-	-	-	-	-	-	-	-
DUES AND MEMBERSHIPS	27,950	29,807	30,000	30,000	30,900	31,827	32,782	33,765	34,778
DUPLICATING	176	-	-	-	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-
POSTAGE	81	60	100	100	102	104	106	108	110
TELECOMMUNICATIONS	5,884	6,484	5,100	5,100	5,202	5,306	5,412	5,520	5,631
TRAVEL AND TRAINING	7,257	4,959	2,500	7,700	7,931	8,169	8,414	8,666	8,926
LOCAL TRAVEL	117	-	-	-	-	-	-	-	-
FOOD SUPPLIES	3,303	1,882	1,000	3,000	3,060	3,121	3,184	3,247	3,312
RECOGNITION	9,626	8,761	14,500	14,500	14,790	15,086	15,388	15,695	16,009
OPERATING SUPPLIES/MATERIALS	1,003	493	1,362	1,362	1,389	1,417	1,445	1,474	1,504
OFFICE SUPPLIES	1,228	1,825	1,600	2,100	2,142	2,185	2,229	2,273	2,319
TOTAL OPERATING	81,287	65,510	75,962	83,662	85,712	87,815	89,971	92,182	94,450
TOTAL EXPENDITURES	187,975	137,841	151,299	170,711	175,763	180,973	186,347	191,889	197,605
COUNTY ADMINISTRATION (012)									
SALARIES, FULL-TIME	468,912	559,443	601,021	780,045	803,446	827,550	852,376	877,948	904,286
SALARIES, TEMPORARY	-	-	-	-	-	-	-	-	-
FRINGE BENEFITS	162,942	209,524	250,244	310,649	323,075	335,998	349,438	363,415	377,952
TOTAL PERSONNEL	631,854	768,966	851,265	1,090,694	1,126,521	1,163,548	1,201,814	1,241,363	1,282,238
ADVERTISING	108	-	-	-	-	-	-	-	-
CONTRACTUAL SERVICES	40,692	6,129	-	40,000	40,800	41,616	42,448	43,297	44,163
DUES AND MEMBERSHIPS	2,867	4,384	1,800	4,905	5,052	5,204	5,360	5,521	5,686
DUPLICATING	180	-	-	-	-	-	-	-	-
POSTAGE	56	29	100	100	102	104	106	108	110
TELECOMMUNICATIONS	2,282	2,939	3,350	3,950	4,029	4,110	4,192	4,276	4,361
TRAVEL AND TRAINING	3,520	2,346	3,000	11,100	11,433	11,776	12,129	12,493	12,868
LOCAL TRAVEL	-	-	-	-	-	-	-	-	-
FOOD SUPPLIES	831	130	-	1,000	1,020	1,040	1,061	1,082	1,104
RECOGNITION	5,680	2,121	5,300	5,300	5,406	5,514	5,624	5,737	5,852
MOTOR FUELS	80	56	150	155	160	164	169	174	180
OPERATING SUPPLIES/MATERIALS	2,167	2,319	4,000	5,320	5,426	5,535	5,646	5,759	5,874
OFFICE SUPPLIES	2,005	2,288	1,700	2,500	2,550	2,601	2,653	2,706	2,760
SOFTWARE	3,963	5,043	6,053	6,288	6,477	6,671	6,871	7,077	7,290
TOTAL OPERATING	64,431	27,783	25,453	80,618	82,455	84,335	86,260	88,231	90,248
TOTAL EXPENDITURES	696,285	796,749	876,718	1,171,312	1,208,976	1,247,883	1,288,074	1,329,593	1,372,486

Preliminary Model Output – Expenditure by Object Code



Object Code	Description	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
100	SALARIES, BOARD	60,742	60,897	63,065	74,172	76,397	78,689	81,050	83,481	85,986
110	SALARIES, FULL-TIME	30,887,879	29,111,101	33,493,148	35,827,006	36,901,816	38,008,871	39,149,137	40,323,611	41,533,319
120	SALARIES, OVERTIME	1,409,657	1,192,910	1,046,750	1,286,142	1,324,726	1,364,468	1,405,402	1,447,564	1,490,991
123	HOLIDAY PAY	252,351	282,492	235,337	253,545	261,151	266,374	271,702	277,136	282,679
125	OVERTIME, EXTRA DUTY	57,663	17,064	-	-	-	-	-	-	-
130	SALARIES, PART-TIME	479,312	559,780	1,562,446	1,859,013	1,914,783	1,972,227	2,031,394	2,092,336	2,155,106
140	SALARIES, TEMPORARY	1,600,757	1,222,347	591,461	975,506	1,004,771	1,034,914	1,065,962	1,097,941	1,130,879
150	FRINGE BENEFITS	13,425,716	13,667,125	15,918,534	16,721,662	17,390,528	18,086,150	18,809,596	19,561,979	20,344,459
155	UNIFORM CARE	94,479	96,000	96,740	100,080	102,082	104,123	106,206	108,330	110,496
156	TOOL ALLOWANCE	5,250	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
	TOTAL PERSONNEL	48,273,806	46,214,215	53,011,981	57,101,626	58,980,756	60,920,316	62,924,947	64,996,878	67,138,414

The model has the ability to change inputs on an aggregate basis by Object Code while also having the ability to edit a single department at a separate rate. For example, if all Salaries, Full-Time are increased by 1% but Public Safety is 1.5%.

Preliminary Model Output



Debt Service Fund

	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026
Revenues					
General Fund - Schools	12,513,397	12,477,673	12,789,471	12,767,110	12,885,468
General Fund - Other	7,886,603	8,022,327	7,710,529	7,732,890	7,614,532
	20,400,000	20,500,000	20,500,000	20,500,000	20,500,000
QSCB	42,500	42,500	42,500	42,500	42,500
Total Revenues	20,442,500	20,542,500	20,542,500	20,542,500	20,542,500
Expenditures					
Professional Services	75,000	75,000	75,000	75,000	75,000
School Debt:					
QSCB VPSA 2011	97,500	97,500	97,500	97,500	97,500
Public Facilities 2012	1,032,675	1,029,036	1,031,028	1,031,794	1,030,931
GO Refunding 2014	2,214,975	2,215,975	2,212,475	2,209,750	2,209,150
LR Refunding 2015	5,579,250	5,340,750	5,103,000	4,861,000	4,620,000
LR 2016	1,827,038	1,826,288	1,826,188	1,830,938	1,827,439
LR 2018	1,513,400	1,512,800	1,518,200	1,513,200	1,510,200
New Issuance 2022 (\$3.4M)	248,559	248,559	248,559	248,559	248,559
New Issuance 2023 (\$2.8M)	-	206,765	206,765	206,765	206,765
New Issuance 2024 (\$7.4M)	-	-	545,756	545,756	545,756
New Issuance 2025 (\$3.0M)	-	-	-	221,848	221,848
New Issuance 2026 (\$5.0M)	-	-	-	-	367,320
Subtotal-School Debt	12,513,397	12,477,673	12,789,471	12,767,110	12,885,468
County Debt:					
911 Telephone System	353,154	353,154	353,154	353,154	400,000
Radio System Upgrade	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Computer Aided Dispatch (\$1.5M)	249,914	249,914	249,914	249,914	249,914
Records Mgmt. System (\$1.0M)	166,610	166,610	166,610	166,610	166,610
LR 2011	674,270	-	-	-	-
PF 2012	314,938	313,827	314,435	314,669	314,932
LR 2014	1,413,150	1,410,750	1,406,550	1,405,550	1,400,800
GO 2015A	1,405,563	1,360,563	1,320,313	1,264,563	1,214,063
LR 2018	378,350	378,200	379,550	378,300	377,550
New Issuance 2022 (\$1.3M)	96,319	96,319	96,319	96,319	96,319
New Issuance 2023 (\$835K)	-	61,441	61,441	61,441	61,441
New Issuance 2024 (\$8.4M)	-	-	616,247	616,247	616,247
New Issuance 2025 (\$7.3M)	-	-	-	538,635	538,635
New Issuance 2025 (\$25.1M)	-	-	-	-	1,845,747
Subtotal-County Debt	6,052,268	5,390,778	5,964,533	6,445,402	8,282,258
Total Expenditures	18,640,665	17,943,451	18,829,004	19,287,512	21,242,726
Revenues over Expenditures	1,801,835	2,599,049	1,713,496	1,254,988	(700,226)

Scenario Example

Scenario Assumptions



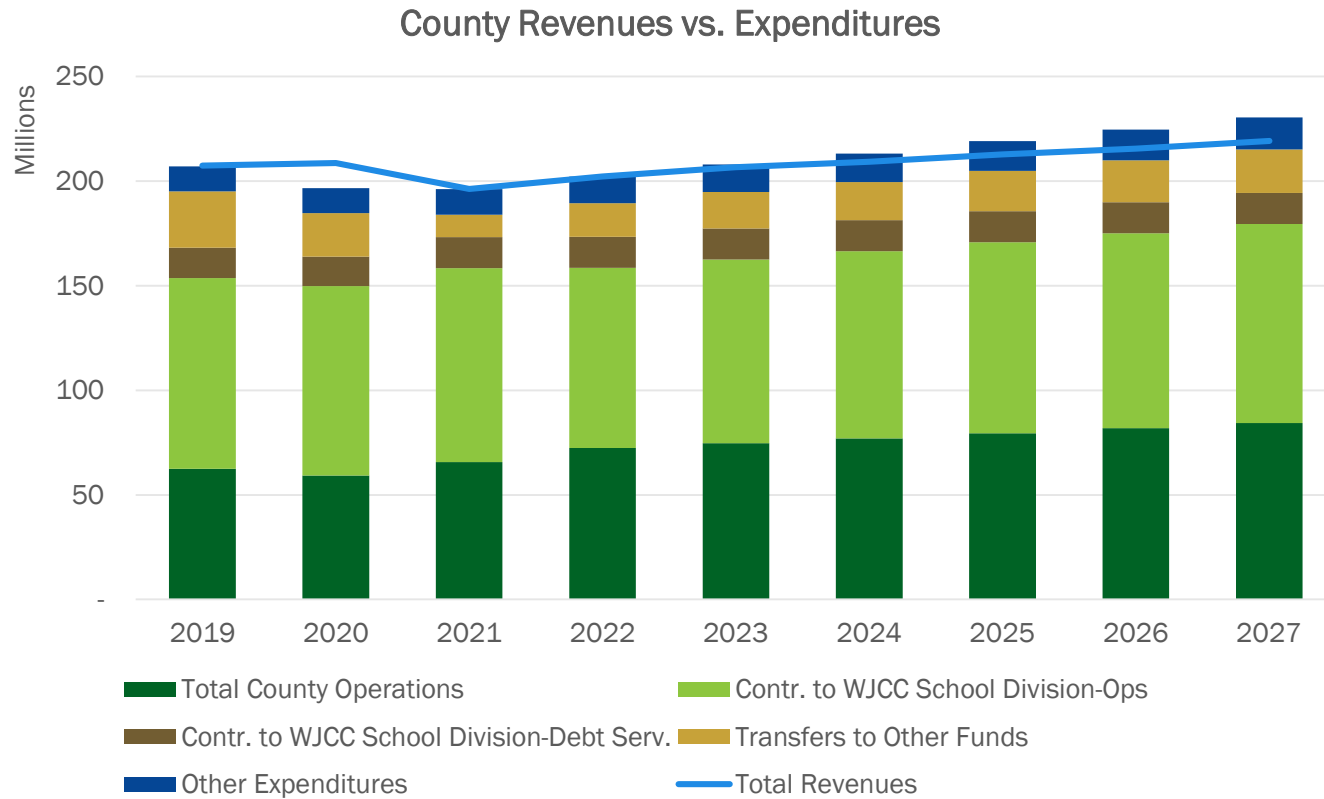
- In order to show the power of the model we have two Scenarios to share:
 - Scenario 1 – All salaries are increased by 3% across the board.
 - Scenario 2 – All salaries are increased by 3% across the board except for Public Safety which receives an additional 2%.

Preliminary Model Output – Scenario 1 Summary



	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Revenues									
General Property Taxes	134,744,837	138,724,196	138,280,000	143,485,000	146,448,750	148,474,388	151,610,195	153,725,016	156,984,391
Other Local Taxes	28,531,163	25,371,284	19,649,250	26,700,000	27,949,500	28,282,905	28,622,792	28,969,303	29,322,581
Licenses, Permits & Fees	9,496,532	8,878,568	6,276,000	8,667,000	8,795,000	8,925,560	9,058,731	9,194,566	9,333,117
Fines & Forfeitures	292,518	231,608	250,000	248,000	248,000	248,000	248,000	248,000	248,000
Use of Money & Property	166,340	198,996	200,000	205,000	205,000	205,000	205,000	205,000	205,000
Commonwealth	27,738,744	28,905,026	22,761,000	15,633,000	15,827,685	15,843,517	15,859,507	15,875,657	15,891,969
Federal Government	8,257	93,428	8,200	8,400	8,400	8,400	8,400	8,400	8,400
Charges for Services	6,230,843	5,925,138	6,794,000	7,061,600	7,061,600	7,061,600	7,061,600	7,061,600	7,061,600
Miscellaneous	281,529	221,688	209,550	192,000	192,000	192,000	192,000	192,000	192,000
Other Financing Sources	-	37,045	-	-	-	-	-	-	-
Use of Fund Balance	-	-	1,810,400	-	-	-	-	-	-
Total Revenues	207,490,764	208,586,977	196,238,400	202,200,000	206,735,935	209,241,369	212,866,225	215,479,542	219,247,058
Expenditures									
General Administration	2,604,599	2,593,500	2,991,394	3,868,835	3,987,381	4,109,746	4,236,058	4,366,447	4,501,049
Court Services	3,897,923	3,902,493	4,302,740	4,418,447	4,555,088	4,696,165	4,841,825	4,992,223	5,147,517
Public Safety	26,428,828	23,470,669	27,666,426	29,821,311	30,762,739	31,732,306	32,733,527	33,767,470	34,835,238
Financial Administration	4,227,268	4,465,387	4,837,750	5,049,898	5,229,166	5,415,017	5,607,703	5,807,485	6,014,636
Information Resources Management	4,024,287	3,951,367	4,491,034	4,999,546	5,152,080	5,309,410	5,471,691	5,639,084	5,811,755
Community Development	3,221,814	3,288,173	2,969,635	3,314,518	3,420,556	3,530,107	3,643,290	3,760,230	3,881,053
General Services	11,754,271	11,813,384	11,815,667	13,545,296	13,935,473	14,337,705	14,752,388	15,179,931	15,620,757
Parks & Recreation	6,384,500	5,837,052	6,656,786	7,410,951	7,635,648	7,867,436	8,106,548	8,353,224	8,607,710
Total County Operations	62,543,488	59,322,024	65,731,432	72,428,802	74,678,130	76,997,891	79,393,031	81,866,094	84,419,715
Contr. to WJCC School Division-Ops	91,070,061	90,536,751	92,720,422	86,100,844	87,822,861	89,579,318	91,370,904	93,198,323	95,062,289
Contr. to WJCC School Division-Debt Serv.	14,555,415	14,089,326	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000
Contr. to Wmbg. Regional Library	4,618,401	4,933,358	4,933,357	5,194,654	5,402,440	5,618,538	5,843,279	6,077,010	6,320,091
Contributions to Outside Entities	7,247,566	7,020,033	7,119,832	7,215,904	7,446,522	7,692,027	7,953,411	8,231,734	8,528,128
Transfers to Other Funds	26,900,784	20,731,468	10,633,357	16,129,600	17,483,788	18,192,338	19,405,374	20,123,028	20,876,431
Nondepartmental	60,347	89,570	300,000	330,196	340,102	350,305	360,814	371,639	382,788
Total Other	144,452,574	137,400,506	130,506,968	129,771,198	133,295,712	136,232,525	139,733,783	142,801,734	145,969,726
Total Expenditures	206,996,062	196,722,530	196,238,400	202,200,000	207,973,843	213,230,416	219,126,814	224,667,828	230,389,441
Revenues Less Expenditures	494,702	11,864,447	-	-	(1,237,908)	(3,989,047)	(6,260,589)	(9,188,286)	(11,142,383)
Beginning Unassigned Fund Balance		42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054
Addition/(Use) of Fund Balance		11,864,447	-	-	(1,237,908)	(3,989,047)	(6,260,589)	(9,188,286)	(11,142,383)
Ending Unassigned Fund Balance		53,922,501	42,058,054	42,058,054	40,820,146	38,069,007	35,797,465	32,869,768	30,915,671
Fund Balance Ratios									
Unassigned as a % of Revenues		25.9%	21.4%	20.8%	19.7%	18.2%	16.8%	15.3%	14.1%
Unassigned as a % of Expenditures		27.4%	21.4%	20.8%	19.6%	17.9%	16.3%	14.6%	13.4%

Preliminary Model Output – Scenario 1 Summary Graphic



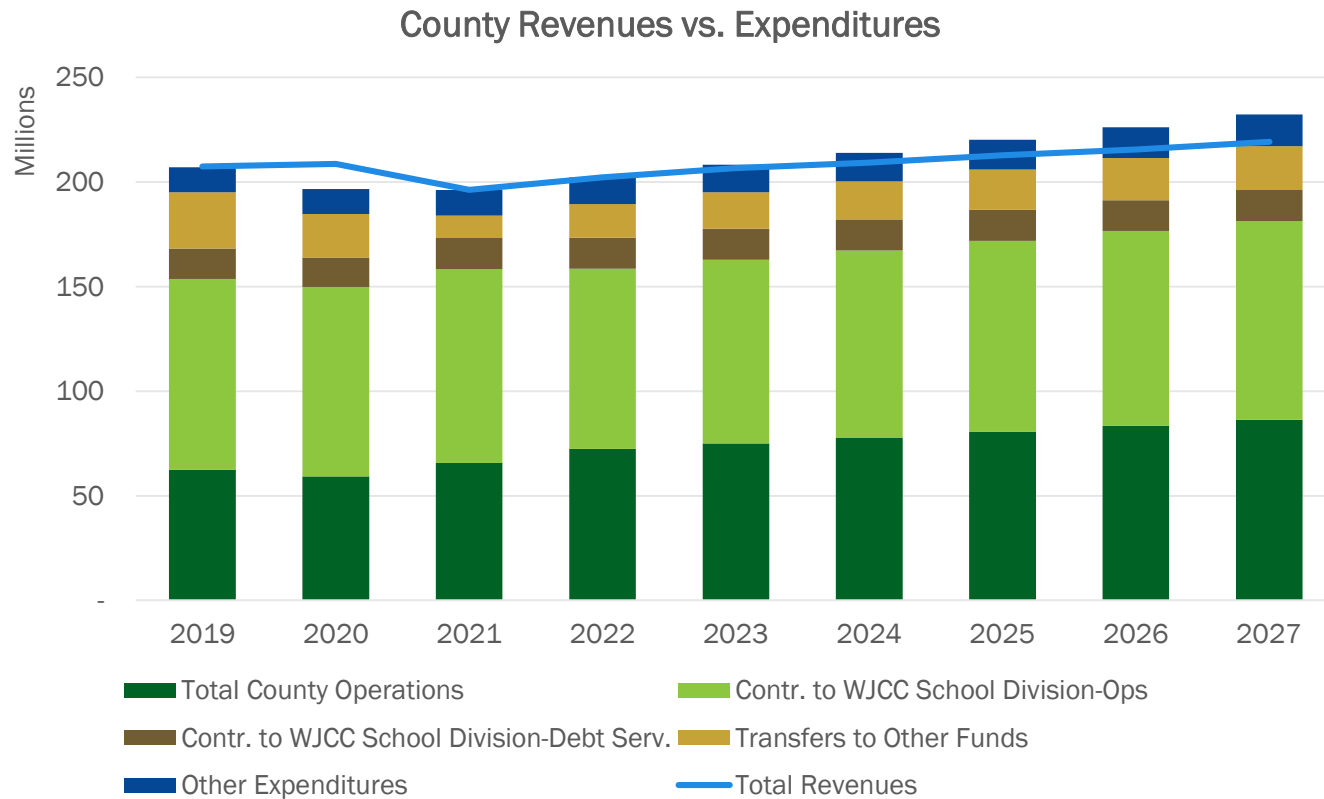
	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Total Revenues	207,490,764	208,586,977	196,238,400	202,200,000	206,735,935	209,241,369	212,866,225	215,479,542	219,247,058
Total Expenditures	206,996,062	196,722,530	196,238,400	202,200,000	207,973,843	213,230,416	219,126,814	224,667,828	230,389,441
Revenues Less Expenditures	494,702	11,864,447	-	-	(1,237,908)	(3,989,047)	(6,260,589)	(9,188,286)	(11,142,383)

Preliminary Model Output – Scenario 2 Summary



	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Revenues									
General Property Taxes	134,744,837	138,724,196	138,280,000	143,485,000	146,448,750	148,474,388	151,610,195	153,725,016	156,984,391
Other Local Taxes	28,531,163	25,371,284	19,649,250	26,700,000	27,949,500	28,282,905	28,622,792	28,969,303	29,322,581
Licenses, Permits & Fees	9,496,532	8,878,568	6,276,000	8,667,000	8,795,000	8,925,560	9,058,731	9,194,566	9,333,117
Fines & Forfeitures	292,518	231,608	250,000	248,000	248,000	248,000	248,000	248,000	248,000
Use of Money & Property	166,340	198,996	200,000	205,000	205,000	205,000	205,000	205,000	205,000
Commonwealth	27,738,744	28,905,026	22,761,000	15,633,000	15,827,685	15,843,517	15,859,507	15,875,657	15,891,969
Federal Government	8,257	93,428	8,200	8,400	8,400	8,400	8,400	8,400	8,400
Charges for Services	6,230,843	5,925,138	6,794,000	7,061,600	7,061,600	7,061,600	7,061,600	7,061,600	7,061,600
Miscellaneous	281,529	221,688	209,550	192,000	192,000	192,000	192,000	192,000	192,000
Other Financing Sources	-	37,045	-	-	-	-	-	-	-
Use of Fund Balance	-	-	1,810,400	-	-	-	-	-	-
Total Revenues	207,490,764	208,586,977	196,238,400	202,200,000	206,735,935	209,241,369	212,866,225	215,479,542	219,247,058
Expenditures									
General Administration	2,604,599	2,593,500	2,991,394	3,868,835	3,987,381	4,109,746	4,236,058	4,366,447	4,501,049
Court Services	3,897,923	3,902,493	4,302,740	4,418,447	4,555,088	4,696,165	4,841,825	4,992,223	5,147,517
Public Safety	26,428,828	23,470,669	27,666,426	29,821,311	31,094,961	32,423,327	33,811,554	35,262,426	36,778,861
Financial Administration	4,227,268	4,465,387	4,837,750	5,049,898	5,229,166	5,415,017	5,607,703	5,807,485	6,014,636
Information Resources Management	4,024,287	3,951,367	4,491,034	4,999,546	5,152,080	5,309,410	5,471,691	5,639,084	5,811,755
Community Development	3,221,814	3,288,173	2,969,635	3,314,518	3,420,556	3,530,107	3,643,290	3,760,230	3,881,053
General Services	11,754,271	11,813,384	11,815,667	13,545,296	13,935,473	14,337,705	14,752,388	15,179,931	15,620,757
Parks & Recreation	6,384,500	5,837,052	6,656,786	7,410,951	7,635,648	7,867,436	8,106,548	8,353,224	8,607,710
Total County Operations	62,543,488	59,322,024	65,731,432	72,428,802	75,010,352	77,688,913	80,471,058	83,361,050	86,363,338
Contr. to WJCC School Division-Ops	91,070,061	90,536,751	92,720,422	86,100,844	87,822,861	89,579,318	91,370,904	93,198,323	95,062,289
Contr. to WJCC School Division-Debt Serv.	14,555,415	14,089,326	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000	14,800,000
Contr. to Wmbg. Regional Library	4,618,401	4,933,358	4,933,357	5,194,654	5,402,440	5,618,538	5,843,279	6,077,010	6,320,091
Contributions to Outside Entities	7,247,566	7,020,033	7,119,832	7,215,904	7,446,522	7,692,027	7,953,411	8,231,734	8,528,128
Transfers to Other Funds	26,900,784	20,731,468	10,633,357	16,129,600	17,483,788	18,192,338	19,405,374	20,123,028	20,876,431
Nondepartmental	60,347	89,570	300,000	330,196	340,102	350,305	360,814	371,639	382,788
Total Other	144,452,574	137,400,506	130,506,968	129,771,198	133,295,712	136,232,525	139,733,783	142,801,734	145,969,726
Total Expenditures	206,996,062	196,722,530	196,238,400	202,200,000	208,306,064	213,921,438	220,204,841	226,162,784	232,333,064
Revenues Less Expenditures	494,702	11,864,447	-	-	(1,570,129)	(4,680,069)	(7,338,616)	(10,683,242)	(13,086,006)
Beginning Unassigned Fund Balance		42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054	42,058,054
Addition/(Use) of Fund Balance		11,864,447	-	-	(1,570,129)	(4,680,069)	(7,338,616)	(10,683,242)	(13,086,006)
Ending Unassigned Fund Balance		53,922,501	42,058,054	42,058,054	40,487,925	37,377,985	34,719,438	31,374,812	28,972,048
Fund Balance Ratios									
Unassigned as a % of Revenues		25.9%	21.4%	20.8%	19.6%	17.9%	16.3%	14.6%	13.2%
Unassigned as a % of Expenditures		27.4%	21.4%	20.8%	19.4%	17.5%	15.8%	13.9%	12.5%

Preliminary Model Output – Scenario 2 Summary Graphic



	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Total Revenues	207,490,764	208,586,977	196,238,400	202,200,000	206,735,935	209,241,369	212,866,225	215,479,542	219,247,058
Total Expenditures	206,996,062	196,722,530	196,238,400	202,200,000	208,306,064	213,921,438	220,204,841	226,162,784	232,333,064
Revenues Less Expenditures	494,702	11,864,447	-	-	(1,570,129)	(4,680,069)	(7,338,616)	(10,683,242)	(13,086,006)

Preliminary Model Output – Resulting Difference between Scenario 1 & 2



	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Scenario 1 Expenditures (County Operations)									
General Administration	2,604,599	2,593,500	2,991,394	3,868,835	3,987,381	4,109,746	4,236,058	4,366,447	4,501,049
Court Services	3,897,923	3,902,493	4,302,740	4,418,447	4,555,088	4,696,165	4,841,825	4,992,223	5,147,517
Public Safety	26,428,828	23,470,669	27,666,426	29,821,311	30,762,739	31,732,306	32,733,527	33,767,470	34,835,238
Financial Administration	4,227,268	4,465,387	4,837,750	5,049,898	5,229,166	5,415,017	5,607,703	5,807,485	6,014,636
Information Resources Management	4,024,287	3,951,367	4,491,034	4,999,546	5,152,080	5,309,410	5,471,691	5,639,084	5,811,755
Community Development	3,221,814	3,288,173	2,969,635	3,314,518	3,420,556	3,530,107	3,643,290	3,760,230	3,881,053
General Services	11,754,271	11,813,384	11,815,667	13,545,296	13,935,473	14,337,705	14,752,388	15,179,931	15,620,757
Parks & Recreation	6,384,500	5,837,052	6,656,786	7,410,951	7,635,648	7,867,436	8,106,548	8,353,224	8,607,710
Projected O&M Relatd to New Capital	-	-	-	-	-	-	-	-	-
Total County Operations	62,543,488	59,322,024	65,731,432	72,428,802	74,678,130	76,997,891	79,393,031	81,866,094	84,419,715
Scenario 2 Expenditures (County Operations)									
General Administration	2,604,599	2,593,500	2,991,394	3,868,835	3,987,381	4,109,746	4,236,058	4,366,447	4,501,049
Court Services	3,897,923	3,902,493	4,302,740	4,418,447	4,555,088	4,696,165	4,841,825	4,992,223	5,147,517
Public Safety	26,428,828	23,470,669	27,666,426	29,821,311	31,094,961	32,423,327	33,811,554	35,262,426	36,778,861
Financial Administration	4,227,268	4,465,387	4,837,750	5,049,898	5,229,166	5,415,017	5,607,703	5,807,485	6,014,636
Information Resources Management	4,024,287	3,951,367	4,491,034	4,999,546	5,152,080	5,309,410	5,471,691	5,639,084	5,811,755
Community Development	3,221,814	3,288,173	2,969,635	3,314,518	3,420,556	3,530,107	3,643,290	3,760,230	3,881,053
General Services	11,754,271	11,813,384	11,815,667	13,545,296	13,935,473	14,337,705	14,752,388	15,179,931	15,620,757
Parks & Recreation	6,384,500	5,837,052	6,656,786	7,410,951	7,635,648	7,867,436	8,106,548	8,353,224	8,607,710
Projected O&M Relatd to New Capital	-	-	-	-	-	-	-	-	-
Total County Operations	62,543,488	59,322,024	65,731,432	72,428,802	75,010,352	77,688,913	80,471,058	83,361,050	86,363,338
Difference (Scenario 2 - Scenario 1)	-	-	-	-	332,222	691,022	1,078,027	1,494,956	1,943,623

Final Thoughts



- This model will be given to County staff which allows them to make assumption edits during the budget process and to analyze different scenarios as has been shown in our example.
- At this point County staff will be reviewing preliminary assumptions for all of the revenue and expenditure line items.
- FY2021 will be updated with the audited figures once the audit is finalized.
- Davenport will be working with staff extensively in the coming months and the Board will receive updates during the FY2023 budget cycle.



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Version 01/13/2014 SG/AH/CR

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: American Rescue Plan Act Use of Funds

ATTACHMENTS:

	Description	Type
	Spreadsheet	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:05 AM

Project	Description	Estimated Cost	Recommended ARPA Funding
Affordable Housing - Revenue Recovery Due to State repayment moratorium	Most of our housing projects are funded by three pots of money: state/local funds, JCC budget allocations (i.e., the housing fund), and program income (i.e. payments that homeowners make back to the County). The Department of Housing and Community Development (DHCD) informed the Housing Division that effective November 1, 2020, all monthly program income from homeowners under the Community Development Block Grant (CDBG) and Indoor Plumbing Repair (IPR) programs must be forgiven and that they intend to extend the payment moratorium indefinitely. Total estimated loss of program income is \$41 but through ARPA timeframe of December 2026 the estimated loss of income is \$170,000.	\$ 409,878	\$ 170,000
Affordable Housing – Acquisition of Property to Develop New Affordable and Workforce Housing	Acquisition of property to develop new affordable and workforce housing. Funding will allow us to develop a new neighborhood with homes for sale/rent that are affordable to those families making low- to moderate-incomes.	\$ 540,000	\$ 540,000
Affordable Housing – Implementation of Workforce Housing Task Force Recommendations	Funding for Workforce Housing Task Force recommendations that were: 1. “Highly” feasible, 2. Did not require additional staff resources, and 3. Were recommended in the short and medium timeframes.	\$ 125,000	\$ 125,000
Tourism and Hospitality Grant Program	Consideration of grants for tourism and hospitality industries if other funding sources are not available. The County is pursuing other funding opportunities that may satisfy this requirement.	\$ 1,000,000	\$ 500,000
Non-Profit Grant Program	Provide assistance to non-profits.	\$ 500,000	\$ 500,000
Housing Specialist I/II	Temporary position within DSS primarily for the management and implementation/oversight as it relates to housing programs. The position will also assist with the managing the local Housing Choice Voucher program that we have recommended for funding. The position would be funded for three years. At end of the three years, need for position would be evaluated.	\$ 190,000	\$ 190,000
Housing Financial Analyst/Budget Management Position	Temporary position within Financial and Management Services (FMS) to provide additional support for the impacts of housing assistance programs as relates to the Accounting and Housing Divisions. Future need for position would be evaluated as work related to housing and additional federal funding are completed. Annual cost estimated at \$72,000 and we anticipate it would be needed for four years.	\$ 288,000	\$ 288,000
Emergency Communications Center Generator Replacement	This project involves installation of an additional emergency generator which supplies emergency power to the JCC Emergency Communications Center (ECC).	\$ 234,000	\$ 234,000
Marina Structural Improvements	Project involves structural improvements to the Marina building. The improvements to the building will ensure that travel, tourism and hospitality operations associated with the Marina will continue to safely serve visitors.	\$ 75,000	\$ 75,000
Chickahominy Riverfront Park Well Facility	Existing well is outdated and has met its life expectancy. The replacement of the well facility will provide a safe and reliable source of water for the park, and is critical for JCC’s ability to effectively operate the outdoor facilities for the community and to enhance the travel/tourism sector.	\$ 1,570,000	\$ 1,570,000
Replacement Phone System	Replacement of current phone system used by all departments that is a vintage 1990’s Nortel that is no longer manufactured. Parts for repair are primarily available through third party vendors but are becoming scarce.	\$ 560,000	\$ 560,000
Capital Projects Coordinator	Currently planned projects and newly created projects (a result of the pandemic) have driven the need for a project manager in the Information Resources Management department. Projects include: 1. Broadband expansion and competition 2. County/Schools fiber maintenance and extension 3. Replacement of the County phone system. Costs include funding the position for three years at \$105,200/year + \$37,400 for a vehicle. At end of the three years, need for position would be evaluated.	\$ 353,000	\$ 353,000
Marina Infrastructure to Support Restaurant	Infrastructure improvements at our Marina to support a new restaurant that will be privately funded and operated. Infrastructure Improvements include utilities, storm water, landscaping and parking to support the restaurant.	\$ 1,750,000	\$ 1,750,000
Local Housing Choice Voucher Program	The Department of Social Services is proposing to establish a three-year Local Voucher Pilot Program designed to provide up to two years of subsidy per household. This was a recommendation of the 2019 Workforce Housing Taskforce and funding requested would provide assistance to at least 25 households per year.	\$ 726,000	\$ 350,000
CONNECT Program Medical Case Manager position	Temporary Medical Case Manager position within DSS to work with CONNECT referrals. The addition of this position would allow the program to follow individuals who are at high-risk, such as those with chronic diseases like congestive heart failure, to help manage their conditions while working with the Social Work Case Manager to address the social determinants creating a barrier to meeting their health needs. Funding recommended supports the position for two years (salary and benefits \$100,000 per year plus \$40,000 vehicle and equipment). Will evaluate the ongoing need for position at end of two year timeframe.	\$ 240,000	\$ 240,000
Satellite Office Renovation	The layout of this office is no longer efficient with the constant need for social distancing. The counter layout includes an “L-shape”, resulting in two unusable workstations. Additionally, employees cannot see citizens waiting in the lobby, causing safety issues for social distancing as an employee is required to staff a workstation in the lobby.	\$ 500,000	\$ 500,000
Fiber Optic	Costs for fiber optic cabling maintenance included in FY 2022 CIP budget to expand the cabling and complete loops in the fiber infrastructure for redundancy. This project includes the replacement of aging communication equipment to meet modern, high-speed needs.	\$ 450,000	\$ 450,000
Transportation Match - Revenue Recovery	This project is to request funding to support building roads and transportation infrastructure.	\$ 175,000	\$ 175,000
Elimination of Bathroom Touch Points	General Services evaluated most County facilities for conversion of faucets and toilets to touch free restroom fixtures to prevent the spread of disease.	\$ 100,000	\$ 100,000
Lower County Park	The need for a lower County park was identified in three previous Parks and Recreation Master plans. The proposed park would include a walking trail, picnic shelter, swimming pool with water features, restrooms and all related infrastructure to support. Currently in CIP for FY 2025	\$ 6,310,000	\$ 6,310,000

Project	Description	Estimated Cost	Recommended ARPA Funding
Business Ready Sites Grant Program	Grant program to help fund utility extensions, access improvements and environmental assessment studies to improve the Virginia Economic Development Partnership's site readiness rankings of selected industrial and commercially zoned or designated properties in the County.	\$ 2,000,000	\$ -
General Services Administration Building	Existing General Services facilities are antiquated, not meeting the needs of the department, and are scattered throughout the County. Having one facility that houses the General Services Department will improve efficiencies and create a team-centered environment which allows greater collaboration between all divisions, creating a proactive approach to citizen services and planning for future needs of residents as the population continues to grow.	\$ 1,774,000	\$ -
Marina Phase II	Improvements to County owned Marina facility. Project would relocate existing boat ramp, replace the two covered boat houses, construct a bathhouse facility, provide additional parking for Marina and ramp visitors and add a transient docking/floating walkway. The project has already been designed and construction is currently in the County's five-year CIP in FY 2024.	\$ 5,813,000	\$ -
Ambler House	Construct utility improvements at the historic Ambler House located in Jamestown Beach Event Park.	\$ 739,287	\$ -
Fire Department Personnel Related Expenses	#1. Additional overtime dollars (\$500,000), #2. Retention related bonuses as well as public safety pay increases, and #3. Six additional firefighter positions to help provide depth that will allow us to maintain our current response model without dropping units or having our staff work mandatory overtime (\$420,000).	\$ 1,070,000	\$ -
Axon Core Plus	The Police Department's current body cameras are only in use by Operations and School Resource officers. The goal is to provide every sworn officer with the latest edition camera, increase evidence gathering, capture citizen contacts and assist in criminal prosecutions. This purchase would allow us to replace all cameras with a much more reliable option.	\$ 500,000	\$ -
Police Investigations and Operations Package	Request for 1. VX400 Covert Deployable Pole Camera Unit, 2. Diver Communication System and 3. Dell Workstation for FARO 3D Scanner.	\$ 24,000	\$ -
Call Center for Main Social Services Phone Line	The request is to be able to use a "call center" for the main phone line (757-259-3100) that operates in the Human Services Building for Social Services. The main phone line is often the first number that individuals in need of critical services to meet their basic needs for food, shelter and medical care, as well as to report child or adult abuse (CPS and APS).	\$ 18,000	\$ -
Credit Card Fee Waiver for Remainder of 2022	The current fee waiver expires December 2021. To extend the waiver, funding is needed for January 1 to June 30. Discussion about continuing this waiver into the future would be part of FY 2023 budget process.	\$ 400,000	\$ -
Affordable Housing - Sanitary Sewer improvements	Addressing sanitary sewer needs for affordable housing units inside the PSA. Staff has become aware of at least eighteen residents residing within the PSA who are experiencing failed septic systems. On multiple occasions, these households don't meet the qualifications to be assisted by any existing program's funding.	\$ 313,398	\$ -
Business Investment Grants	Several of the hotel and motel properties in the County are in poor condition and it would be more cost effective to demolish existing structures than renovate. Purchasing properties could be cost prohibitive, but funding demolition costs may help incentivize ownership to consider building new hotels	\$ 1,500,000	\$ -
Non-Department Initiated Items			
Creation of Mowing/Litter Crews	Creation of a general maintenance crew to help in responding to requests for additional mowing, trash pickup, etc.	\$ 800,000	\$ -
PDR/Conservation Easement		\$ 5,000,000	\$ -

Tota Requested \$ 36,047,563 \$ 14,980,000

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Legislative Agenda

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/19/2021 - 3:45 PM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Authorization for a Full-time Position and Use of American Rescue Plan Act Funds

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	10/6/2021 - 1:07 PM
Publication Management	Pobiak, Amanda	Approved	10/7/2021 - 8:57 AM
Legal Review	Kinsman, Adam	Approved	10/8/2021 - 8:04 AM
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 11:14 AM
Board Secretary	Rinehimer, Bradley	Approved	10/8/2021 - 11:53 AM
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 2:10 PM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Authorization for a Full-time Position and Use of American Rescue Plan Act Funds

The Department of Financial and Management Services (FMS) is currently reporting to the federal government on the County's management of American Rescue Plan Act (ARPA) funds and has reviewed all guidance issued by the U.S. Department of Treasury (Treasury) on these funds. In addition, FMS will be monitoring all departments' use of ARPA spending, working with departments to review future needs for ARPA eligibility, and maintaining records on the County's ARPA expenditures for both ongoing federal reporting and annual audit requirements.

Departments have submitted requests to utilize the ARPA funds throughout the timeline provided by the Treasury, which currently requires that funds be obligated by December 31, 2024, and fully expended by December 31, 2026. Unlike Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, which was administered through the State, ARPA funding requires direct reporting by County staff to the federal government through an online portal. Similar to CARES Act, FMS staff will be responsible for this reporting as well as analyzing guidance issued by the Treasury related to ARPA.

In order to prepare for the implementation and financial management of upcoming ARPA projects, FMS is seeking approval for a full-time position. This position will be responsible for managing the financial reporting and auditing requirements of approved ARPA projects, assisting departments in determining the eligibility of future projects, and ensuring the ARPA and other relief funds received by the County are utilized to maximum efficiency and fiscal responsibility.

The estimated annual cost of the position including benefits is \$85,000, and staff recommends funding the position with ARPA funds for the remainder of Fiscal Year 2022 and throughout the time period the County intends to utilize ARPA funding.

Staff recommends the adoption of the attached resolution.

SBD/ap
AuthARPAposfltlme-mem

Attachment

RESOLUTION

AUTHORIZATION FOR A FULL-TIME POSITION AND

USE OF AMERICAN RESCUE PLAN ACT FUNDS

WHEREAS, the Federal Government has allocated \$14,863,696 of American Rescue Plan Act (ARPA) funding to the County, of which \$7,431,848 was received in May 2021; and

WHEREAS, the ARPA funds are subject to ongoing federal reporting requirements and local, state, and federal auditing requirements, and expenditures must be in compliance with the guidance provided by the U.S. Department of Treasury; and

WHEREAS, it has become apparent that more resources are necessary to ensure that ARPA funds are utilized by the County efficiently, that the related auditing and reporting requirements are met, and that departments receive the support needed to ensure ARPA projects remain in compliance; and.

WHEREAS, the annual cost for a full-time position in the Department of Financial and Management Services (FMS) for these duties is estimated at \$85,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves a full-time position in the FMS Department and authorizes the use of ARPA funds for this position.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

AuthARPAposfltime-res

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Ellen Cook, Principal Planner and Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Consideration of the James City County Comprehensive Plan, Our County, Our Shared Future: James City County 2045 Comprehensive Plan.

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Attachment 1. Resolution	Resolution
☐	Attachment 3. Croaker Interchange Mixed Use Language Option A	Backup Material
☐	Attachment 4. Croaker Interchange Mixed Use Language Option B	Backup Material
☐	Attachment 5. Moderate Density Residential Designation Description	Backup Material
☐	Attachment 6. Amendments Requested by the Board on September 28, 2021	Backup Material
☐	Comprehensive Plan Presentation 10.26.21	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	10/8/2021 - 3:05 PM
Development Management	Holt, Paul	Approved	10/8/2021 - 3:08 PM
Publication Management	Daniel, Martha	Approved	10/8/2021 - 3:25 PM
Legal Review	Kinsman, Adam	Approved	10/8/2021 - 4:13 PM
Board Secretary	Fellows, Teresa	Approved	10/11/2021 - 8:38 AM
Board Secretary	Rinehimer, Bradley	Approved	10/15/2021 - 9:44 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 9:22 AM

MEMORANDUM

DATE: October 26, 2021

TO: The Board of Supervisors

FROM: Ellen Cook, Principal Planner
Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Consideration of the James City County Comprehensive Plan, *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*

Members throughout the community have come together to share their vision for James City County and to fashion it in to a document of goals, strategies, and actions for implementation. The culmination of this work is the draft amendment of the 2035 Comprehensive Plan reflected in *Our County, Our Shared Future: James City County 2045 Comprehensive Plan* (the “2045 Comprehensive Plan”), which is presented today for the Board of Supervisors’ consideration.

On June 24, 2021, the Planning Commission held a public hearing to consider the draft 2045 Comprehensive Plan. The Planning Commission voted 5-2 to recommend approval of the 2045 Comprehensive Plan and Future Land Use Map (FLUM). Following the vote, the Planning Commission recommended that the Board consider certain amendments, as described in past staff memorandums.

On July 13, 2021, the Board of Supervisors held a public hearing on the draft 2045 Comprehensive Plan.

On September 28, 2021, the Board of Supervisors considered the draft 2045 Comprehensive Plan and voted to make amendments to the Plan for the following items: Mooretown Road; Land Use Applications LU-20-0002 Eastern State - New Town Addition, LU-20-0003 Eastern State - Mixed Use Community, and LU-20-0017 Parcels Across from WindsorMeade Marketplace; and Goals, Strategies, and Actions for the Environment Chapter 1.17, 3.7.1, 4.5, and 4.6 and the Land Use Chapter 1.6. (See Attachment No. 6.)

Also on September 28, 2021, the Board asked staff to return with information about the Croaker Interchange area and the Moderate Density Residential Land Use Designation, which are noted below.

Croaker Interchange

The Croaker Interchange consideration for land north/east of I-64 includes choices about both the location of the Primary Service Area (PSA) and the land use designations of 16 parcels. In summary, there are two Land Use applications that relate to the parcels in this area, which are as follows:

- **LU-20-0028** - application to re-designate 14 parcels from Low Density Residential, Neighborhood Commercial and Mixed Use to Rural Lands, and to remove 16 parcels from the PSA (for the other two parcels, see LU-20-0016 below).
- **LU-20-0016** - application to re-designate two parcels owned by the Historic Virginia Land Conservancy from Mixed Use to Community Character Conservation, Open Space or Recreation (CCOR).

On September 28, 2021 the Board asked particularly for discussion of the two parcels that are the subject of LU-20-0016. Staff recommends the Board consider the following two options:

- A. Designating the two parcels owned by the Historic Virginia Land Conservancy (LU-20-0016) Community Character Conservation, Open Space or Recreation (CCOR).

In this option, there is not specific language in the Plan for the two parcels, since the CCOR land use designation description provides guidance across all parcels with this designation. However, the guidance language for the Croaker Interchange Mixed Use area Southeast Quadrant could be drafted to recommend buffering, as follows:

“Southeast Quadrant

The principal suggested uses for new development or redevelopment include light manufacturing and office. New development or redevelopment within this quadrant is to include adequate buffering for the portion of any parcels designated for Community Character Conservation, Open Space or Recreation.”

- B. Leaving the two parcels owned by the Historic Virginia Land Conservancy (LU-20-0016) designated as Mixed Use.

In this option, the two parcels as part of LU-20-0016 would remain designated Mixed Use as part of the larger Croaker Interchange Mixed Use area. The language for the Southeast Quadrant of this Mixed Use area could be drafted to recommend buffering and provide recommended uses, as follows:

“Southeast Quadrant

The principal suggested uses for new development or redevelopment include light manufacturing and office. New development or redevelopment within this quadrant is to include adequate buffering for the portion of any parcels that are included in conservation easements. For those parcels in conservation easements, open space and related educational uses are recommended.”

(See Attachments Nos. 3 and 4 for the full text for the Croaker Interchange Mixed Use area.)

It is staff’s understanding that the Historic Virginia Land Conservancy is comfortable with either option A or B above, but the CCOR designation better matches the terms of the conservation easement. It is also staff’s understanding that the Conservancy prefers remaining inside the PSA.

Staff understands from the Board’s discussion on September 28, 2021, that the parcels covered by LU-20-0016 and LU-20-0028 should all be left inside the PSA.

Leaving all of this area inside the PSA would require the Board to deny LU-20-0028 (i.e., 16 parcels remain in the PSA, 14 parcels remain designated Low Density Residential, Neighborhood Commercial and Mixed Use and the Croaker Interchange Mixed Use area retains the guidance language for the Southeast Quadrant).

Please note that separate from any Comprehensive Plan considerations (PSA and Land Use Designations), the parcels owned by the Land Conservancy are currently zoned M-1, Limited Business/Industrial and R-5, Multi-Family Residential. Any request to change the zoning would involve a separate rezoning process.

Moderate Density Residential Land Use Designation

The following summary of the changes to the Moderate Density Residential Land Use Designation language was included in the staff memorandum for the Board’s April 27, 2021, work session:

- *Residential* - The Preferred Scenario Framework document makes the connection between development that is conducive to a mixture of housing types and potential opportunities for affordable housing. One of the concepts to address this was to re-examine the Moderate Density Residential (MDR) land use designation description language. Language that revises the MDR language to have two levels of potential density has been prepared; the higher level of density would be based on meeting certain locational criteria in the Basic Description box. Note that there are differences in the recommended residential density as compared to the currently adopted language for the MDR designation.

Draft Residential Language (PCWG 2/22/21) - see document here (Page 11): <https://jamescitycountyva.gov/DocumentCenter/View/26918/Attachment-35-Land-Use-Designation-Descriptions-and-Development-Standards-PDF>

The link above shows the revisions in strike-through/italics, and staff has pulled the clean copy version out of the Land Use Chapter and included it as Attachment No. 5.

On September 28, 2021, the Board asked for additional discussion on this item. Specifically, if the Level 2 MDR should be re-designated as a High Density Residential District in Chart 2. Staff does not recommend changing the title at this time since this may create a disconnect with the Future Land Use Map (i.e., there are no High Density Residential areas designated on the draft 2045 FLUM).

Should the Board of Supervisors wish to vote on the 2045 Comprehensive Plan and FLUM at this meeting, the Planning Commission Working Group, Planning Commission, and staff recommend amendment of the 2035 Comprehensive Plan by amendment and adoption of the 2045 Comprehensive Plan.

EC/TMR/ap
Upd2045CompPlnJCC-mem

Attachments:

1. Resolution
2. Comprehensive Plan and Appendices: <https://jamescitycountyva.gov/3683/The-Plan> (the plan at this website is current as of July 13, 2021; please note that BOS decisions and direction from the September 28, 2021 and October 26, 2021 meetings will be reflected in the final plan text and final Future Land Use Map)
3. Croaker Interchange Mixed Use designation description - Option A Full Text
4. Croaker Interchange Mixed Use designation description - Option B Full Text
5. Moderate Density Residential designation description (this text is the same as what is shown in Attachment No. 2, but has been pulled out of the overall Land Use Chapter for ease of reference)
6. Amendments Requested by the Board on September 28, 2021

RESOLUTION

APPROVAL AND ADOPTION OF THE AMENDED JAMES CITY COUNTY

COMPREHENSIVE PLAN: *OUR COUNTY, OUR SHARED FUTURE*:

JAMES CITY COUNTY 2045 COMPREHENSIVE PLAN

WHEREAS, Section 15.2-2223 of the Code of Virginia, 1950, as amended (the “Virginia Code”), requires James City County, Virginia, (the “County”) to adopt a comprehensive plan for the physical development of the territory under its jurisdiction; and

WHEREAS, the County’s current comprehensive plan and land use map, *Toward 2035: Leading the Way*, was adopted by the Board of Supervisors on June 23, 2015 (the “2035 Comprehensive Plan”); and

WHEREAS, Section 15.2-2230 of the Virginia Code mandates that every locality’s comprehensive plan be reviewed by the local Planning Commission at least once every five years to determine whether it is advisable to amend the plan; and

WHEREAS, on July 9, 2019, the Board of Supervisors appointed a 10-member Community Participation Team (CPT), which held 36 meetings over a 20-month period and worked to inform citizens and gather their diverse views for the future development of the County; and

WHEREAS, an eight-member Planning Commission Working Group (PCWG) held 31 meetings over a 21-month period to review community input, draft text, and update the goals, strategies, and actions of the County’s comprehensive plan; and

WHEREAS, the Planning Commission and Board of Supervisors held three joint work sessions to discuss draft amendments to the 2035 Comprehensive Plan; and

WHEREAS, the Planning Commission reviewed the 2035 Comprehensive Plan using input from the citizens, staff, CPT, PCWG, and Board of Supervisors, and determined it advisable to amend the 2035 Comprehensive Plan; and

WHEREAS, such amendments were incorporated in the proposed 2045 James City County Comprehensive Plan and Future Land Use Map, entitled *Our County, Our Shared Future: James City County 2045 Comprehensive Plan* (the “2045 Comprehensive Plan”); and

WHEREAS, on June 24, 2021, the Planning Commission held a public hearing on the amendment of the 2035 Comprehensive Plan and approved and recommended the 2045 Comprehensive Plan by a vote of 5-2; and

WHEREAS, subsequent to its approval, the Planning Commission recommended certain amendments to the language of the 2045 Comprehensive Plan; and

WHEREAS, on July 13, 2021, the Board of Supervisors held a public hearing on the amendment of the 2035 Comprehensive Plan as identified in the 2045 Comprehensive Plan; and

WHEREAS, on September 28, 2021, the Board of Supervisors provided direction and amendments by motion; and

WHEREAS, the Board of Supervisors desires to amend and adopt the 2045 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby amends the 2035 Comprehensive Plan by amendment and adoption of *Our County, Our Shared Future: James City County 2045 Comprehensive Plan*.

Michael J. Hipple
Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

SADLER
ICENHOUR
LARSON
MCGLENNON
HIPPLE

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of October, 2021.

2045CompPlnJCCUpd-res

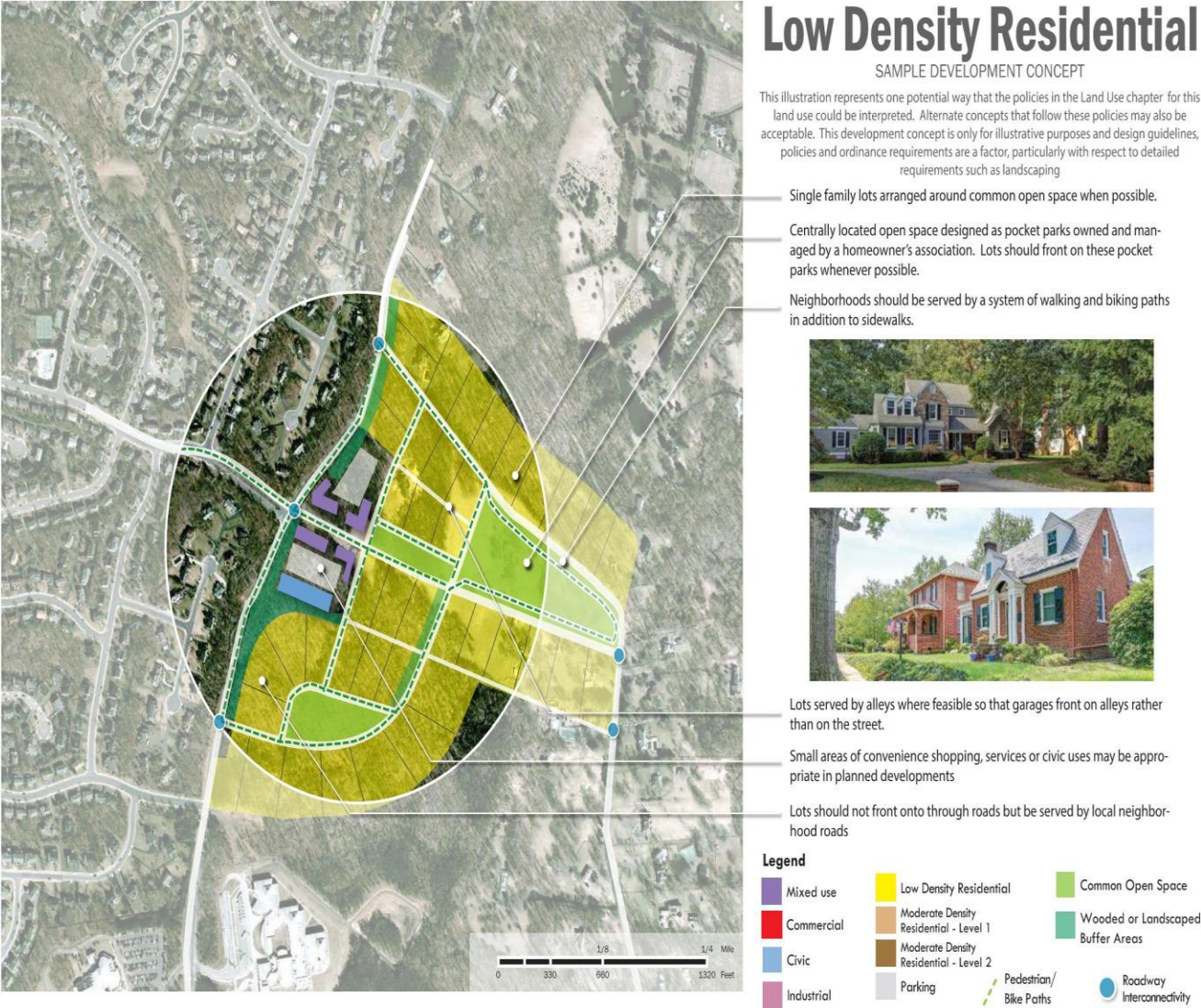
<p>5. Croaker Interchange</p> <p>UDA: Medium Town or Suburban Center</p>	<p>Future development for the Mixed Use interchange quadrants should be developed in accordance with a binding master plan which maintains the appropriate mixture of principal and secondary uses. The binding master plan shall address how the future development and/or redevelopment of adjacent parcels, including the Mooretown Road/Hill Pleasant Farm Economic Opportunity area, would be integrated into the overall plan of development for the Mixed Use area.</p> <p>As development occurs for each of these quadrants, an appropriate mixture of preferred and secondary uses shall be maintained at all times. Future development for these interchange quadrants will be conditioned upon County acceptance of a specific plan and implementation schedule to maintain adequate levels of service on the surrounding road system, including the interstate and the interchange. Suggested uses for the two quadrants are outlined below.</p> <p>5A. Northwest Quadrant (adjacent to and east of the Mirror Lakes subdivision)</p> <p>The principal suggested uses include commercial and office. Secondary uses may include light industry and moderate density residential development. Moderate density residential development would be accommodated where it does not preclude the development of the principal uses.</p> <p>For the three properties to the west of Point O Woods Road and to the north of Croaker Road, suggested uses are those that meet the description and intensity of the Neighborhood Commercial designation (as found in Chart 3, Commercial/Industrial Designation Descriptions in the Land Use section), including medical offices, professional offices, branch banks, day care centers, and small restaurants. These three properties should be designed so they can share a single entrance onto Croaker Road, in a way that implements or incorporates best practices for access management. Particular attention should also be paid to adequately buffering potential development from the existing adjacent residential areas, and complementing the architecture of surrounding uses.</p> <p>5B. Southeast Quadrant</p> <p>The principal suggested uses for new development or redevelopment include light manufacturing and office. New development or redevelopment within this quadrant is to include adequate buffering for the portion of any parcels designated for Community Character Conservation, Open Space or Recreation.</p>
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<p>5. Croaker Interchange</p> <p>UDA: Medium Town or Suburban Center</p>	<p>Future development for the Mixed Use interchange quadrants should be developed in accordance with a binding master plan which maintains the appropriate mixture of principal and secondary uses. The binding master plan shall address how the future development and/or redevelopment of adjacent parcels, including the Mooretown Road/Hill Pleasant Farm Economic Opportunity area, would be integrated into the overall plan of development for the Mixed Use area.</p> <p>As development occurs for each of these quadrants, an appropriate mixture of preferred and secondary uses shall be maintained at all times. Future development for these interchange quadrants will be conditioned upon County acceptance of a specific plan and implementation schedule to maintain adequate levels of service on the surrounding road system, including the interstate and the interchange. Suggested uses for the two quadrants are outlined below.</p> <p>5A. Northwest Quadrant (adjacent to and east of the Mirror Lakes subdivision)</p> <p>The principal suggested uses include commercial and office. Secondary uses may include light industry and moderate density residential development. Moderate density residential development would be accommodated where it does not preclude the development of the principal uses.</p> <p>For the three properties to the west of Point O Woods Road and to the north of Croaker Road, suggested uses are those that meet the description and intensity of the Neighborhood Commercial designation (as found in Chart 3, Commercial/Industrial Designation Descriptions in the Land Use section), including medical offices, professional offices, branch banks, day care centers, and small restaurants. These three properties should be designed so they can share a single entrance onto Croaker Road, in a way that implements or incorporates best practices for access management. Particular attention should also be paid to adequately buffering potential development from the existing adjacent residential areas, and complementing the architecture of surrounding uses.</p> <p>5B. Southeast Quadrant</p> <p>The principal suggested uses for new development or redevelopment include light manufacturing and office. New development or redevelopment within this quadrant is to include adequate buffering for the portion of any parcels that are included in conservation easements. For those parcels in conservation easements, open space and related educational uses are recommended.</p>
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Chart 2. Residential Designation Descriptions			
	Low Density Residential	Moderate Density Residential	
		Level 1	Level 2
1. Basic Description	<ul style="list-style-type: none"> Located in the PSA where public services and utilities exist or are expected to be expanded to serve the sites over the next 20 years. Have natural characteristics such as terrain and soils suitable for residential development. 	<ul style="list-style-type: none"> Located in the PSA where public services and utilities are available. Optimally located near the intersections of collector or arterial streets. Have natural characteristics such as terrain and soils suitable for compact residential redevelopment. May serve as transitional uses, primarily to general commercial, Neighborhood Commercial, or Mixed Use areas. 	<ul style="list-style-type: none"> Have the attributes of Level 1, plus: Optimally located on high capacity roadways, and near the intersections of collector or arterial streets. May be part of a larger mixed use community as part of higher density uses at the core. Should be located close to shopping and service uses with good multimodal connections to employment and recreation opportunities.
2. Recommended Density	<ul style="list-style-type: none"> Gross density up to one dwelling unit per acre, depending on the character and density of surrounding development, physical attributes of the property, buffers, the number of dwelling units proposed, and the degree to which the development is consistent with the Comprehensive Plan. Gross density from one unit per acre up to four units per acre, if particular public benefits are provided. Examples of such public benefits include mixed-cost housing, affordable and workforce housing, enhanced environmental protection, or development that adheres to the principles of open space design. 	Minimum gross density of four units per acre up to 8 units per acre, depending on the character and density of surrounding development, physical attributes of the property, buffers, and the degree to which the development is consistent with the Comprehensive Plan. Development at the highest density is not recommended unless it offers particular public benefits. Examples of such public benefits include mixed- cost housing, affordable and workforce housing, and enhanced environmental protection.	Minimum gross density of 8 units per acre up to 16 units per acre, depending on the character and density of surrounding development, physical attributes of the property, buffers, the number of dwelling units proposed, and the degree to which the development is consistent with the Comprehensive Plan. Development at the highest density is not recommended unless it offers particular public benefits. Examples of such public benefits include mixed- cost housing, affordable and workforce housing, and enhanced environmental protection.
3. Recommended Uses	<p>Group 1 Single family and multifamily units, accessory units, cluster or cottage homes on small lots, recreation areas.</p> <p>Group 2 Schools, places of public assembly, very limited commercial, and community-oriented facilities.</p> <p>Group 3 (See also the CCRC and timeshare policies) Timeshares, retirement and care facilities and communities.</p>	<p>Group 1 Multifamily units (single family attached homes, duplexes, townhomes), lower density apartments, recreation areas, manufactured home parks and subdivisions in accordance with location standards.</p> <p>Group 2 Very limited commercial and community-oriented facilities.</p> <p>Group 3 (See also the CCRC and timeshare policies) Timeshares, retirement and care facilities and communities.</p>	<p>Group 1 Multifamily units (single family attached homes, duplexes, townhomes), apartments, recreation areas, in accordance with location standards.</p> <p>Group 2 Limited commercial and community-oriented facilities.</p> <p>Group 3 (See also the CCRC and timeshare policies) Timeshares, retirement and care facilities and communities.</p>

Residential Development Standards	
4. Use and Character Compatibility	<p>a) Permit new development only where such developments are compatible with the character of adjoining uses and where the impacts of such new developments can be adequately addressed. Particular attention should be given to addressing such impacts as incompatible development intensity and design, building height and scale, land uses, smoke, noise, dust, odor, vibration, light, and traffic.</p> <p>b) Locate residential uses immediately adjacent to non-residential uses, major roads, railroads, airports, agricultural and forestal uses, and other conflicting uses only where the conflicts between such uses can be adequately addressed (noise, vibrations, and others). In some cases these conflicts may be addressed by sufficient screening or buffering, or other adequately protective site and building design features.</p> <p>c) For Moderate Density Residential uses generally, sufficient buffering should be provided so that the higher density development is compatible with nearby development and the natural and wooded character of the County.</p> <p>d) Uses in Groups 2 and 3 above should only be approved in these designations when the following standards are met:</p> <ul style="list-style-type: none"> i. Maintain the residential character of the area; ii. Have traffic, noise, lighting and other impacts similar to surrounding residential uses; iii. Generally be located on collector or arterial roads at intersections; iv. Act as a transitional use between residential and commercial areas or, if located within a residential community, be integrated with the residential character of the area rather than altering its nature; v. Provide adequate screening and buffering to protect the character of nearby residential areas; and vi. Generally intended to support the residential area in which they are located (for Group 2 uses only). <p>e) For uses that are covered in the Community Design Policies section of this chapter, follow the guidance for that use.</p>
5. Public Services, Utilities, and Adequacy of Infrastructure	<p>a) Timing and density of the development of particular sites will depend upon the availability and adequacy of public services, utilities, and facilities, and the maintenance of an acceptable level of service of roads and other public services.</p> <p>b) The need for public services (police, fire, education, recreation, etc.) and facilities (schools, fire stations, libraries, etc.) generated by a development should be met or mitigated by that development.</p>
6. Open Space, Open Space Design	<p>Use open space design and resource protection measures for new developments by:</p> <ul style="list-style-type: none"> a) Basing design on a use of land reflecting topographic and other physical features and natural boundaries of the site rather than imposing a layout intended solely to satisfy minimum Ordinance requirements; b) Maintaining open fields, farm lands or contiguous forests suitable for timbering; c) Preserving scenic vistas; d) Protecting wildlife habitats, high-ranking Virginia Department of Conservation and Recreation designated Natural Areas and significant natural heritage resources, and other sensitive areas as open space; e) Retaining natural vegetative buffers around water bodies or wetlands; f) Preserving historic and archaeological resources; g) Ensuring that the common land adjoins protected open space on adjacent parcels; h) Maintaining existing trees and vegetation and preserving the character of the development's natural setting; i) Emphasizing the use of natural screening/buffering (using vegetation, topography, etc.) over artificial or planted screening/buffering; j) Creating usable and functional public gathering places and recreational amenities that become focal points of the development and community; k) Designing effective pedestrian circulation to include trail systems (see also Nos. 8 and 9 below); l) Protecting land designated as conservation areas on development plans by perpetual conservation easement; and m)Protecting designated Community Character Corridors.
7. Enhanced Environmental Protection	<p>Provide enhanced environmental protection by designing the site in accordance with the open space design standards in No. 6, plus items such as:</p> <ul style="list-style-type: none"> a) Adhering to the County's adopted watershed master plans; b) Preserving soils with the highest potential for infiltration; c) Adhering to green building guidelines, such as LEED (Leadership in Energy and Environmental Design) or equivalent; d) Providing for water conservation measures and/or the use of grey or reclaimed water for irrigation; e) Providing for nutrient management plans; and f) Considering siting for solar orientation.

8. Transportation and Mobility	<p>Minimize the impact of development proposals on overall mobility and traffic safety, especially on major roads by:</p> <p>a) Limiting access points and providing internal, on-site collector and local roads, side street access, and joint entrances, and prohibiting direct access to arterial and collector streets from individual single-family detached units and duplex units except in the case of a master planned community;</p> <p>b) Providing new public collector and arterial roads in master planned communities;</p> <p>c) Enhancing the efficiency of the entire street network by providing for vehicular connections to adjacent properties and developments;</p> <p>d) Providing for safe, convenient, and inviting bicycle, pedestrian, and greenway connections to adjacent properties and developments in accordance with the adopted Pedestrian Accommodations Master Plan and Regional Bikeway Map, with a special focus on providing adequate access between residential and nonresidential activity centers and among residential neighborhoods;</p> <p>e) Encouraging use of “complete streets” which integrate sidewalks and bikeways into the design of streets, and provide adequate associated facilities such as bike racks, such that these activities are given equal priority to motor vehicle activity;</p> <p>f) Providing for ultimate future road, bicycle, and pedestrian improvement needs and new road locations through the reservation of adequate right-of-way, and by designing and constructing roads, drainage improvements, and utilities in a manner that accommodates future road, bicycle, and pedestrian improvements;</p> <p>g) Explore bus and transit service need and provide facilities if appropriate; and</p> <p>h) Encouraging adequate off-street parking areas for multi-family residential developments that minimize conflicting turning movements with on-site and off-site traffic circulation.</p>
9. Sense of Place and Streetscapes	Reference the Character Design Guidelines.
10. Affordable and Workforce Housing	<p>a) Affordable and workforce housing should be provided in accordance with guidance or requirements in the Housing Chapter, Zoning Ordinance, and any other adopted policies or regulations.</p> <p>b) Where provided, affordable and workforce housing should be blended with other units of various types and prices throughout a given development.</p> <p>c) Public benefit in this area is most effectively achieved through provision of units or dedication of land.</p>
11. Underground Utilities	Reference the Character Design Guidelines.





Moderate Density Residential - Level 1

SAMPLE DEVELOPMENT CONCEPT

This illustration represents one potential way that the policies in the Land Use chapter for this land use could be interpreted. Alternate concepts that follow these policies may also be acceptable. This development concept is only for illustrative purposes and design guidelines, policies and ordinance requirements are a factor, particularly with respect to detailed requirements such as landscaping

Walking trails to link together residential clusters and create a sense of a unified community

Level 2 Moderate Density Residential located along major intersections to provide mixture of densities



Residential clusters anchored by communal green spaces

Level 1 Moderate Density Residential in the form of townhomes located in small courts or clusters anchored by open space

Small areas of low density residential to provide mixture of densities and housing types

Mixed use with convenience shopping and services within walking distance of homes

Legend

Mixed use	Low Density Residential	Common Open Space
Commercial	Moderate Density Residential - Level 1	Wooded or Landscaped Buffer Areas
Civic	Moderate Density Residential - Level 2	Pedestrian/Bike Paths
Industrial	Parking	Roadway Interconnectivity



Moderate Density Residential - Level 2

SAMPLE DEVELOPMENT CONCEPT

This illustration represents one potential way that the policies in the Land Use chapter for this land use could be interpreted. Alternate concepts that follow these policies may also be acceptable. This development concept is only for illustrative purposes and design guidelines, policies and ordinance requirements are a factor, particularly with respect to detailed requirements such as landscaping

Lower density housing integrated into the community to provide a diversity of housing options and a mixed density community

Commercial uses along main highway act as "gateway" to the community

Mixed use buildings to create "main street" character with housing above walkable retail uses



Project designed as a "complete community" with a mixture of uses and housing types organized around a series of communal open spaces and walkable/bikable access to amenities

Ample open space in the community organized as small pocket parks or village greens with buildings fronting on them

Legend

Mixed use	Low Density Residential	Common Open Space
Commercial	Moderate Density Residential - Level 1	Wooded or Landscaped Buffer Areas
Civic	Moderate Density Residential - Level 2	Pedestrian/Bike Paths
Industrial	Parking	Roadway Interconnectivity

Attachment 6. Amendments Requested by the Board on September 28, 2021

Mooretown Road Extension

A. Inclusion of the following text regarding Mooretown Road Extension:

- Transportation Chapter, Table T-4:

UPC/Candidate Project ID	Project Name	Project Construction Start	Funding Source	Project Cost
N/A	Mooretown Road Extension	TBD	Private	N/A

- Transportation Chapter, Mooretown Road Extension Corridor Vision (entire paragraph)

The Mooretown Road Corridor Study recommended extending Mooretown Road from its current terminus in York County to Croaker Road or Rochambeau Drive. Development within the vicinity of the proposed Mooretown Road extension should be discouraged until master plans are approved and infrastructure is planned to handle intensive development that does not solely rely on Richmond Road. Private funding is expected to pay for the extension, although public and private efforts may be beneficial in master planning the surrounding land uses. The Corridor Study examined three alternative routes, as well as the associated environmental impacts, utility relocation, and cost estimates. On December 8, 2015, the Board of Supervisors voted to support the three alignments outlined in the study. A final route would be determined once a future development is proposed for the corridor.

- Future Land Use Map - Depiction on the FLUM as a proposed roadway.

Land Use Applications

A. Postponement of LU-20-0002 Eastern State – New Town Addition and Eastern – State Mixed Use Community.

- Future Land Use Map – Depiction of these areas as Federal, State or County Land. Adjustment of the New Town Community Character Area Boundary to previous extent.
- Land Use Chapter, Revise the guidance language for #7 New Town and remove the guidance language for #15 Eastern State from the Mixed Use Designation Description Table:

Mixed Use Number 7. New Town.

The principal suggested uses are a mixture of commercial, office, residential, and limited industrial.

Most of this area is governed by a detailed master plan and design guidelines for each distinct area within the New Town development, which provides guidelines for street, building, open space design, and construction similar to the scale, architecture, and urban pattern found in the City of Williamsburg. New

development or redevelopment in this area, including any portion of the Eastern State Hospital property to be brought into the New Town development, should follow consistent design guidelines and strive to integrate uses. For the Eastern state property to be brought into the New Town development, it is of critical importance that environmentally sensitive features such as topography, RPA features and wooded areas be protected and permanently preserved, where possible. The portion of this parcel located west of Route 199 will be conserved as open space, meaning no development is recommended for this portion. Furthermore, no vehicular access is recommended for the portion of the parcel located west of Route 199.

A portion of this area is not governed by New Town development master plan and design guidelines, including areas along the west side of Ironbound Road and areas south of Monticello Avenue. These areas should have design, scale and development pattern that is consistent with the New Town development. For the area along the west side of the Ironbound Road corridor, the expansion of existing businesses, or similar uses, is encouraged, with the added opportunity for mixed use structures that incorporate housing as a clearly secondary use in upper stories.

Mixed Use Number 15. Eastern State

The portion of this site designated for this use is to be developed as a master planned community that harmoniously blends the Eastern State Hospital campus with the adjacent New Town community, though this development is expected to have its own mixture of uses and design expectations. This community should employ careful site orientation, landscaping and buffering and transportation network connectivity to connect these areas, while also allowing for proper land use separation where appropriate.

The two guiding principles for mitigating impacts regarding the redevelopment of this site are a) the preservation and protection of environmentally sensitive features and b) the protection and expected enhancement of the immediate transportation network. Natural ravines, topography, RPA features and wooded areas are to provide enveloped buffering of the site and be protected from disturbance and stormwater facilities are to be integrated seamlessly as low impact, “green infrastructure” within the site. The portion of this parcel located west of Route 199 will be conserved as open space, meaning no development is recommended for this portion. Furthermore, no vehicular access is recommended for the portion of the parcel located west of Route 199. Controlled ingress/egress points will direct traffic solely to intersections with suitable capacity and traffic calming infrastructure.

The master planned community is to be centered on passive and active open spaces and associated amenities. These open spaces are to be interconnected via pedestrian, bicycling and vehicular travel networks and are to serve as the central and perimeter congregational and buffer areas for the development. This development is to be clustered and strategically situated adjacent to natural conservation areas and topographic features.

This community is to be integrated into the existing transportation networks. Sidewalks, bike paths and vehicular connections are to be designed to facilitate community residents’ enjoyment of parks and amenities internal to the development, but to permit residents to walk, bike or drive to nearby schools, recreational areas, restaurants and shops.

In combination with the Eastern State Hospital complex and employment center, this community is to provide a mixed use area consisting of residential, institutional, medical, office and civic uses. Each of these uses are to be appropriately interconnected to blend and support one another. The residential development will provide housing opportunities for the adjacent employment centers and will be located in close proximity to the civic uses, allowing convenient pedestrian mobility.

- Land Use Chapter, Revision of data in Table LU-1 Residential Units Based on Planning Division Staff Analysis, and Table LU-2 Non-Residential Land Based on Planning Division Staff Analysis.
- Community Character Chapter - Adjustment of the New Town Community Character Area Boundary to previous extent as shown in Map CC-1 Community Character Areas and Community Character Corridors, and Figure CC-7 New Town Community Character Area outline.

B. LU-20-0017 Parcels Across from WindsorMeade Marketplace

- Future Land Use Map – Depiction of these four parcels as Neighborhood Commercial.

Goals, Strategies and Actions

A. Environment Chapter.

Environment 1.17: Continue to develop watershed management plans for the remaining County watersheds, and to update existing watershed management plans that identify environmentally sensitive areas and specific protection, restoration, and retrofit recommendations. ~~Explore the inclusion of ecosystem services considerations and evaluation of climate change related precipitation impact in future watershed management plans.~~ *Include in those studies an evaluation of the impact of the change in precipitation events in the watershed.*

B. Environment Chapter.

~~Environment 3.7.1: Investigate carbon sequestration approaches as may be permitted by State Code 15.2-4901.~~

C. Environment Chapter.

Environment 4.5: Investigate amending County Ordinances to allow or encourage appropriate energy production and conservation technologies in residential areas (~~i.e., rain barrels, cisterns, residential-sized wind turbines, solar panels, etc.~~).

D. Environment Chapter.

Environment 4.6: “Investigate ways to amend the County Ordinances to ~~support~~ *address* alternative energy production, and to amend ordinances or include SUP conditions that protect and enhance natural resources on alternative energy production sites.

E. Land Use Chapter.

Land Use 1.6: Explore ~~the creation of a solar and wind energy ordinance that establishes performance standards for solar farms, carbon sequestration facilities, and other~~ emerging technologies in the renewable energy industry, with the intention of protecting the County’s unique rural character, preserving natural resources, and mitigating impacts to neighboring properties.

Consideration of the Comprehensive Plan

Our County, Our Shared Future James City County 2045 Comprehensive Plan

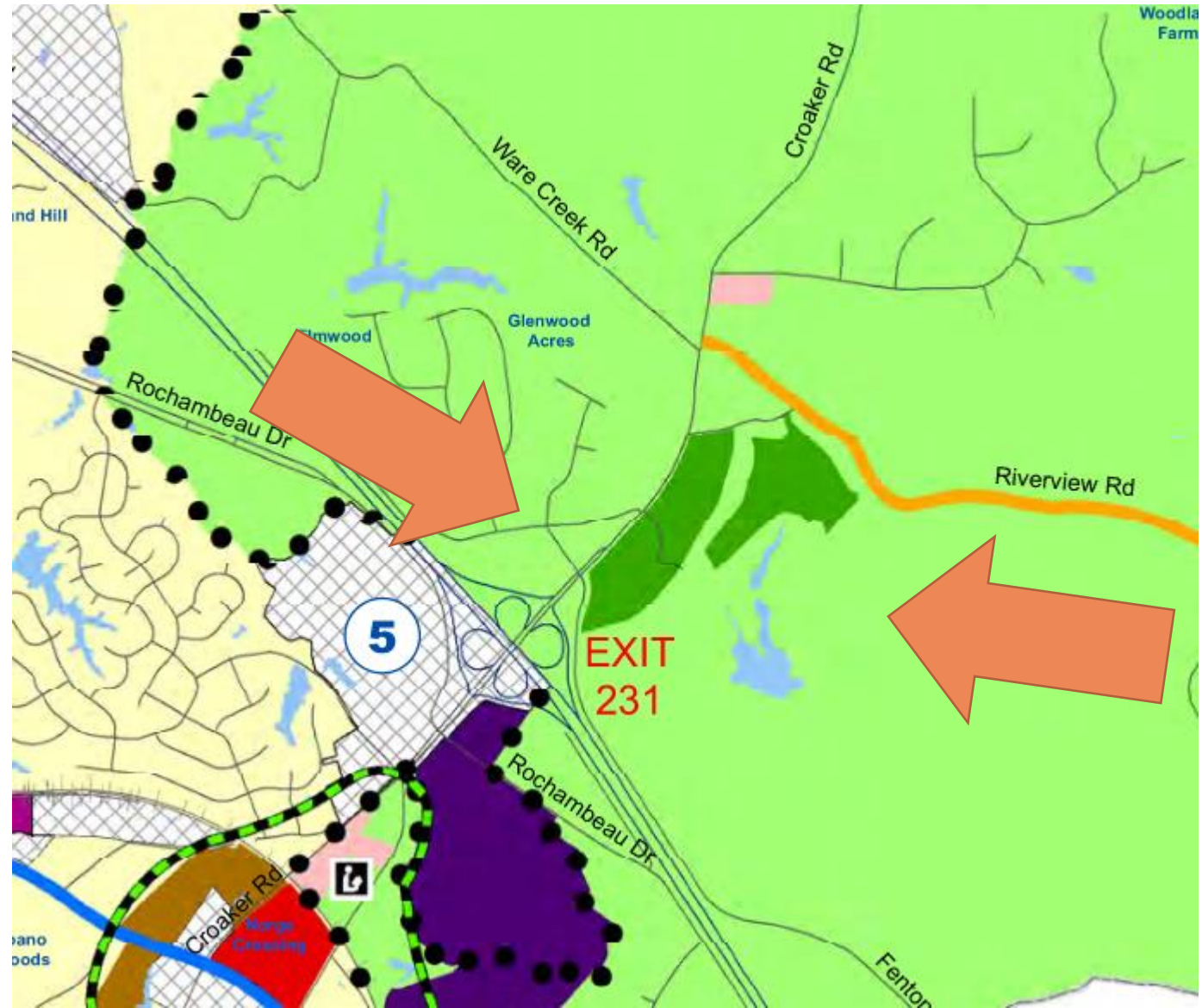
Items for Discussion:

- LU-20-0028/LU-20-0016 Croaker Interchange Parcels
- Moderate Density Residential Land Use Designation

Croaker Interchange

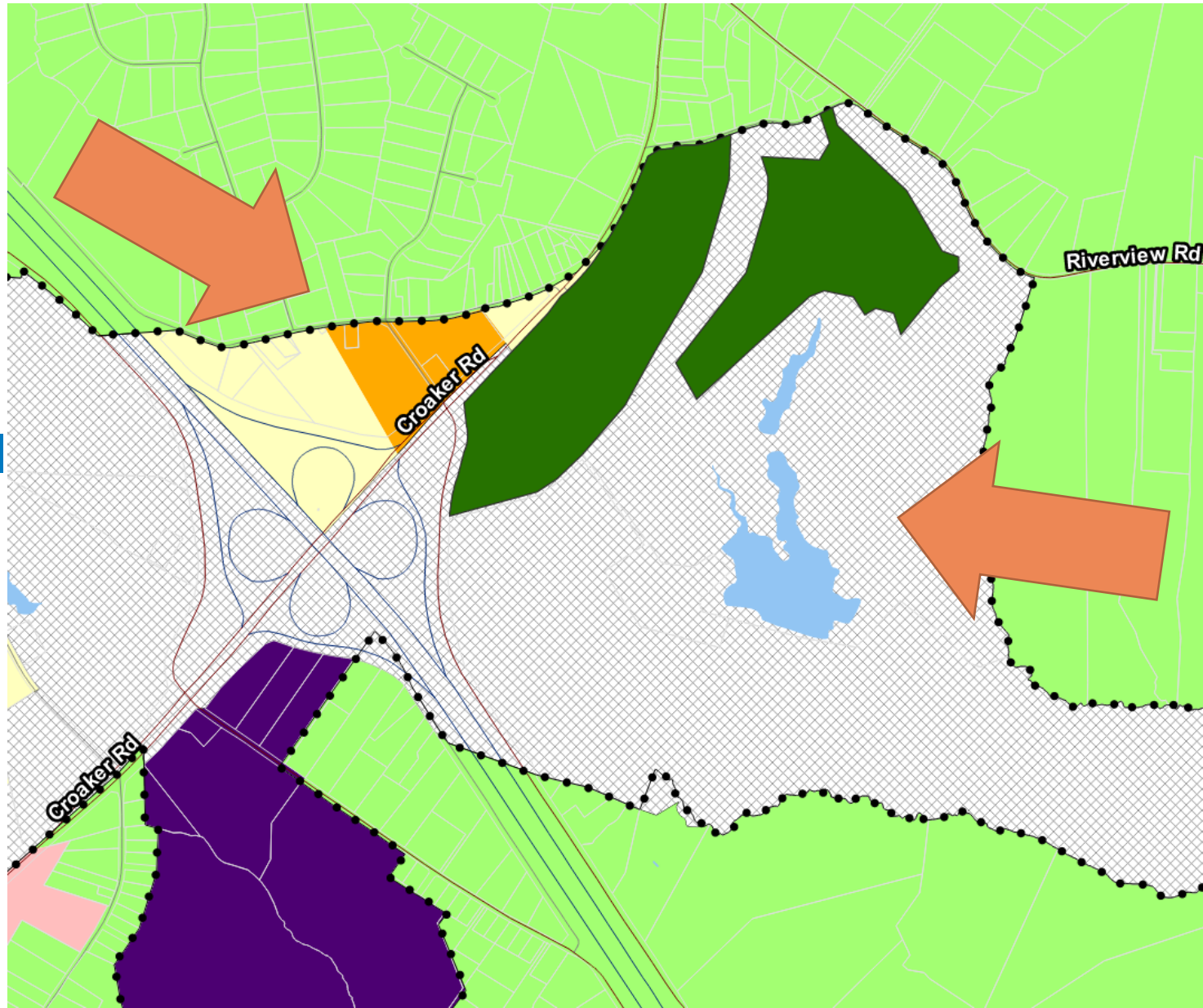
As currently shown on the draft 2045 Future Land Use Map:

- Northeast and Southeast Interchange Quadrants (see arrows) removed from PSA
 - Most parcels in these Quadrants designated Rural Lands
 - The two Land Conservancy parcels are designated CCOR.
- Note: If outside the PSA, these two parcels could alternatively be designated Rural Lands also.



Croaker Interchange Option A

- Northeast and Southeast interchange quadrants are inside the PSA
- Northeast quadrant parcels are designated Low Density Residential and Neighborhood Commercial
- Southeast quadrant parcels are designated Mixed Use, except for the two parcels owned by the Land Conservancy.
- The two Land Conservancy parcels are designated Community Character Conservation, Open Space or Recreation.



Mixed Use Designation Descriptions: Croaker Interchange / Option A

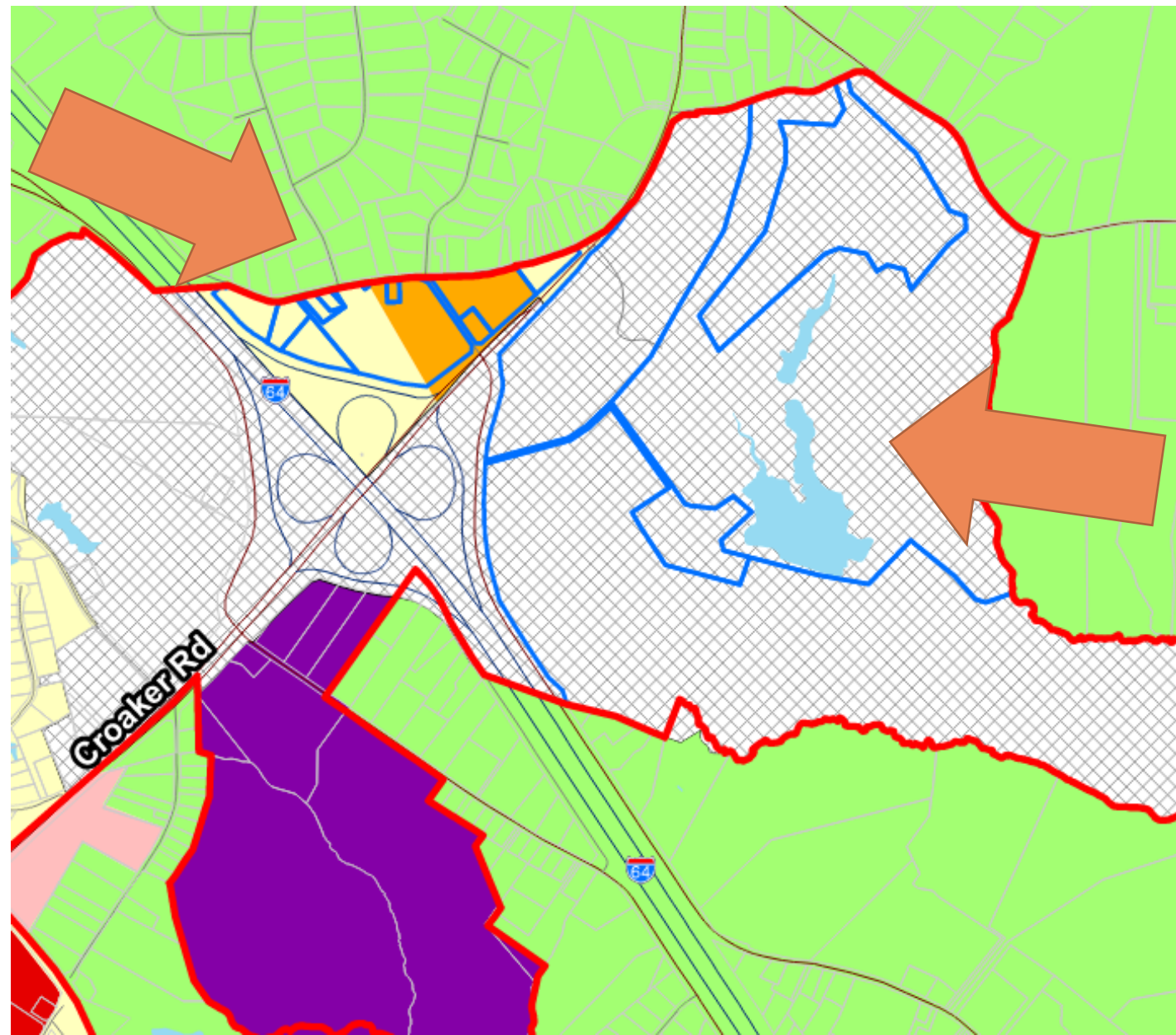
Southeast Quadrant

The principal suggested uses for new development or redevelopment include light manufacturing and office. New development or redevelopment within this quadrant is to include adequate buffering for the portion of any parcels designated for Community Character Conservation, Open Space or Recreation.

Croaker Interchange

As shown on the 2035 Comprehensive Plan Land Use Map / Option B:

- Northeast and Southeast interchange quadrants inside the PSA
- Northeast quadrant parcels are designated Low Density Residential and Neighborhood Commercial
- Southeast quadrant parcels are all designated Mixed Use, including the two parcels that are owned by the Land Conservancy



Mixed Use Designation Descriptions: Croaker Interchange / Option B

Southeast Quadrant

The principal suggested uses for new development or redevelopment include light manufacturing and office. New development or redevelopment within this quadrant is to include adequate buffering for the portion of any parcels that are included in conservation easements. For those parcels in conservation easements, open space and related educational uses are recommended.

Moderate Density Residential Designation Description

Basic
Description

Moderate Density Residential	
Level 1	Level 2
<ul style="list-style-type: none"> • Located in the PSA where public services and utilities are available. • Optimally located near the intersections of collector or arterial streets. • Have natural characteristics such as terrain and soils suitable for compact residential redevelopment. • May serve as transitional uses, primarily to general commercial, Neighborhood Commercial, or Mixed Use areas. 	<ul style="list-style-type: none"> • Have the attributes of Level 1, plus: • Optimally located on high capacity roadways, and near the intersections of collector or arterial streets. • May be part of a larger mixed use community as part of higher density uses at the core. • Should be located close to shopping and service uses with good multimodal connections to employment and recreation opportunities.

Recommended
Density

<p>Minimum gross density of four units per acre up to 8 units per acre, depending on the character and density of surrounding development, physical attributes of the property, buffers, and the degree to which the development is consistent with the Comprehensive Plan. Development at the highest density is not recommended unless it offers particular public benefits. Examples of such public benefits include mixed- cost housing, affordable and workforce housing, and enhanced environmental protection.</p>	<p>Minimum gross density of 8 units per acre up to 16 units per acre, depending on the character and density of surrounding development, physical attributes of the property, buffers, the number of dwelling units proposed, and the degree to which the development is consistent with the Comprehensive Plan. Development at the highest density is not recommended unless it offers particular public benefits. Examples of such public benefits include mixed- cost housing, affordable and workforce housing, and enhanced environmental protection.</p>
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Moderate Density Residential Designation Description

Recommended
Uses

<p>Group 1 Multifamily units (single family attached homes, duplexes, townhomes), lower density apartments, recreation areas, manufactured home parks and subdivisions in accordance with location standards.</p> <p>Group 2 Very limited commercial and community-oriented facilities.</p> <p>Group 3 (See also the CCRC and timeshare policies) Timeshares, retirement and care facilities and communities.</p>	<p>Group 1 Multifamily units (single family attached homes, duplexes, townhomes), apartments, recreation areas, in accordance with location standards.</p> <p>Group 2 Limited commercial and community-oriented facilities.</p> <p>Group 3 (See also the CCRC and timeshare policies) Timeshares, retirement and care facilities and communities.</p>
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ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 1:29 PM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Appointment - Colonial Community Criminal Justice Board

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 1:31 PM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Appointment of the Natural and Cultural Assets Mapping Committee

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	10/8/2021 - 3:57 PM
Publication Management	Daniel, Martha	Approved	10/8/2021 - 4:00 PM
Legal Review	Kinsman, Adam	Approved	10/8/2021 - 4:13 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:35 AM
Board Secretary	Purse, Jason	Approved	10/18/2021 - 10:39 AM
Board Secretary	Fellows, Teresa	Approved	10/18/2021 - 10:40 AM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, pursuant to Section 2.2-3711 (A)(6) and (A)(8) of the Code of Virginia, pertaining to the contract between WJCC Schools and James City County and the City of Williamsburg

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/27/2021 - 10:53 AM

ITEM SUMMARY

DATE: 10/26/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 p.m. on November 9, 2021 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/8/2021 - 1:32 PM