

**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**  
**April 25, 2023**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATION**

1. VDOT Project Pipeline: Route 199 Update

**D. CONSENT CALENDAR**

1. Fiscal Year 2023 Supplement Appropriation - \$683,000
2. Contract Award - \$677,754 - James City County Recreation Center Renovations Project
3. Memorandum of Agreement for Participation in the Hampton Roads Regional Stormwater Management Program
4. Minutes Adoption

**E. BOARD DISCUSSIONS**

1. Fiscal Year 2024 Budget

**F. BOARD CONSIDERATIONS**

1. Joint Exercise of Powers Agreement

**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 2.23711 (A)(1) of Virginia and pertaining to the Board of Adjustments and Appeals

**J. ADJOURNMENT**

1. Adjourn until 5 pm on May 9, 2023 for the Regular Meeting

**ITEM SUMMARY**

**DATE:** 4/25/2023

**TO:** The Board of Supervisors

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

**SUBJECT:** VDOT Project Pipeline: Route 199 Update

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After several previous public engagement efforts and public input opportunities, representatives from the Virginia Department of Transportation and Virginia's Office of Intermodal Planning and Investment will be present to provide the Board an update on efforts to reduce traffic congestion on Route 199.

**ATTACHMENTS:**

	Description	Type
▣	Update and Next Steps Report	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Development Management	Holt, Paul	Approved	4/5/2023 - 11:49 AM
Publication Management	Pobiak, Amanda	Approved	4/5/2023 - 11:51 AM
Legal Review	Parman, Liz	Approved	4/10/2023 - 8:11 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 8:35 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2023 - 10:27 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 11:08 AM



# PROJECT PIPELINE

Route 199 (Humelsine Parkway)  
Corridor

HR05





# Project Pipeline – Hampton Roads

## HR05 Route 199 (Humelsine Parkway) | February 2023

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Appendix B – Phase 1 Summary Sheets
Appendix C – Existing Conditions Analysis
Appendix D – No-Build Conditions Analysis
Appendix E – Concept Development
Appendix F – Public Outreach

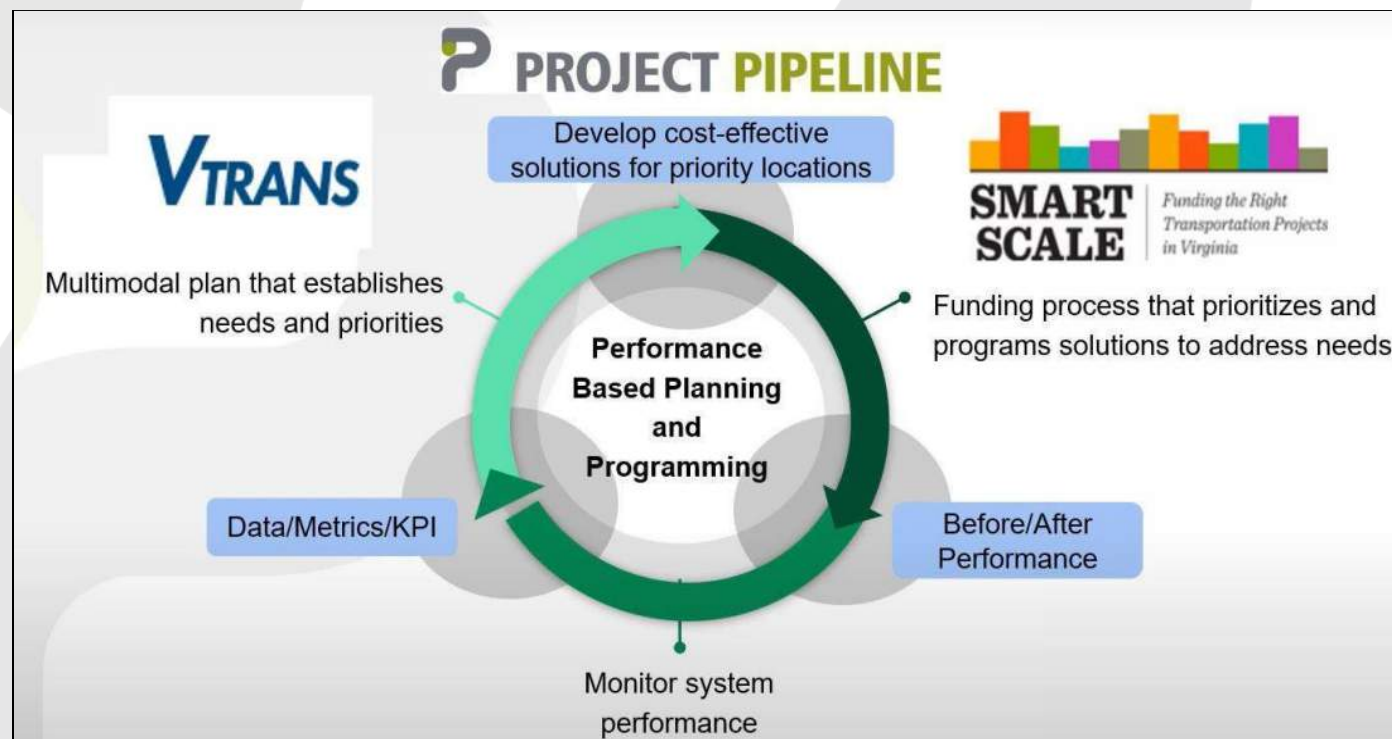
# 1 Needs Evaluation & Diagnosis

## 1.1 Introduction

Multimodal Project Pipeline (Project Pipeline) is a performance-based planning program to identify cost-effective solutions to multimodal transportation needs in Virginia. Through this planning process, projects and solutions may be considered for funding through programs, including SMART SCALE, revenue sharing, interstate funding, and others. Visit the Project Pipeline webpage for additional information: [vaprojectpipeline.org](http://vaprojectpipeline.org).

This study focuses on concepts targeting identified needs including congestion mitigation, safety and reliability improvements, pedestrian and bicycle infrastructure along the corridor, and transit and transportation demand management (TDM) access. The objectives of Project Pipeline are shown in Figure 1.

Figure 1: Project Pipeline Objectives

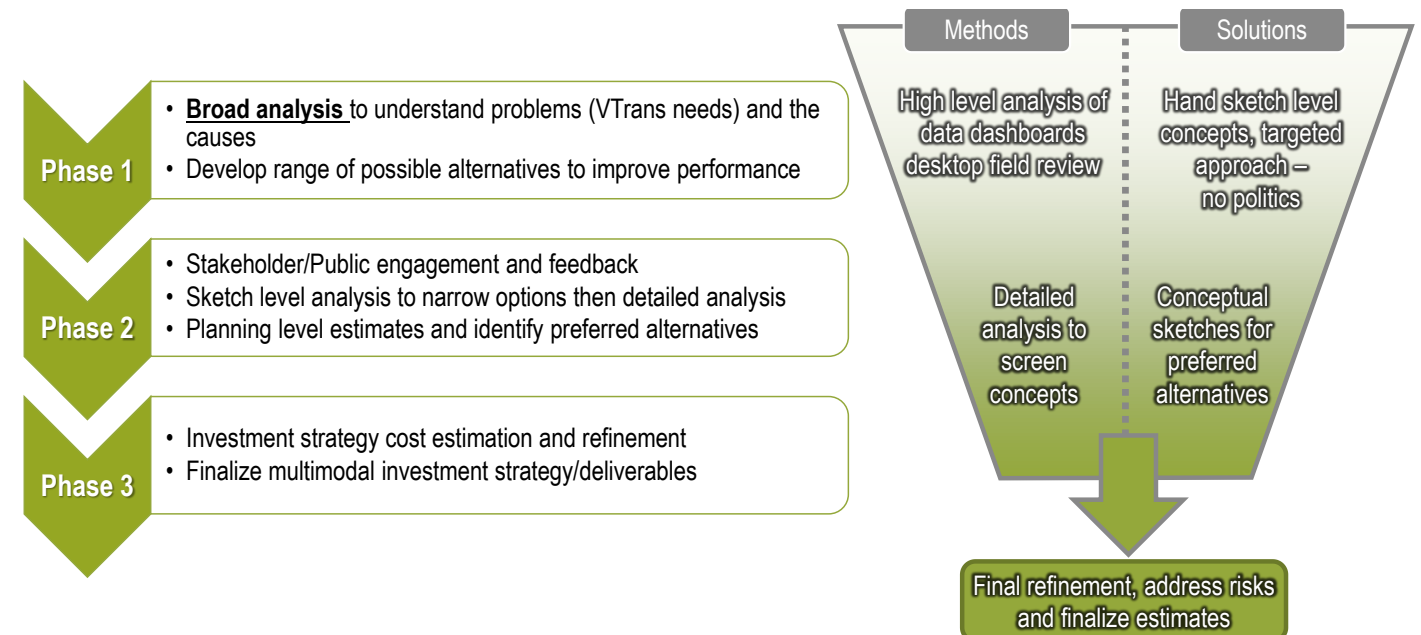


## 1.2 Methodology

The Project Pipeline study process consists of three phases, further detailed in Figure 2:

- **Phase 1:** Problem Diagnosis and Alternative Brainstorming
- **Phase 2:** Alternative Evaluation and Sketch-Level Analysis
- **Phase 3:** Investment Strategy and Cost Estimate

Figure 2: Study Phase Methods and Solutions



## 1.3 Study Background

A study work group (SWG) was formed for the Study to capture input from local stakeholders and to shape the development of improvement concepts. The SWG provided local and institutional knowledge of the corridor; reviewed study methodologies; provided input on key assumptions; and reviewed and approved proposed improvements created through the study process. The SWG included members representing the following organizations:

- Virginia Department of Transportation (VDOT)
- Office of Intermodal Planning and Investment (OIPI)
- City of Williamsburg
- James City County
- Hampton Roads Transportation Planning Organization (HRTPO)
- Department of Rail and Public Transportation (DRPT)
- Michael Baker
- RS&H
- Kimley-Horn

RS&H and Kimley-Horn performed the analysis and alternatives evaluation for this project and will be referred to as the study team in this report.

The study area limits along Route 199 (Humelsine Parkway) extend between John Tyler Highway and Brookwood Drive and total approximately one mile in length. Route 199 is a four-lane divided roadway with a 45-mph posted speed limit within the study area. Route 199 is classified as an “Other Freeway and Expressway”.

The study area runs along the border of the City of Williamsburg and James City County, Virginia, adjacent to I-64 and US Route 60. Route 199 serves as an important transportation corridor for the City of Williamsburg and James City County, and it continues to accommodate a wide array of users with varying trip purposes. The Williamsburg Area Transit Authority (WATA) Route 6 runs along Jamestown Road and has two stops near the corridor. The various trip purposes in the study area include, but are not limited to, the following:

- Employment commuting
- Local residential and shopping access
- Local business access
- Major highway access (I-64)
- The College of William and Mary access
- Williamsburg-Jamestown Airport access

The study area includes four at-grade intersections, three signalized intersections along Route 199 and one unsignalized intersection on John Tyler Highway. The four intersections are listed below and shown in **Figure 3**.

1. Route 199 at Brookwood Drive (signalized)
2. Route 199 at Jamestown Road (signalized)
3. Route 199 at John Tyler Highway (signalized)
4. John Tyler Highway at John Tyler Lane/Strawberry Plains Road (unsignalized)

The study team collected data including traffic counts, traffic signal timings, and ridership data to assist with the transportation analysis along Route 199.

A framework document was developed prior to commencing the study which outlined the study methods and assumptions. The signed framework document is provided in **Appendix A**. A kickoff meeting with the SWG was held on August 3, 2021. The materials can be found in **Appendix A**.



Figure 3: Project Study Area



## 1.4 VTrans Needs

Project Pipeline follows a performance-based planning approach to identify solutions that address VTrans Mid-Term needs. VTrans Mid-Term needs were identified from a data-informed process and were used as a primary source for selecting Project Pipeline study corridors. The Route 199 corridor VTrans needs are listed in **Table 1**.

**Table 1: VTrans Needs Identified in the Study Area**

VTrans 2019 Mid-Term Need	Priority
Bicycle Access	Low
Capacity Preservation	Very High
Congestion Mitigation	Low
IEDA (UDA) Access	None
Pedestrian Access	Low
Safety Improvement	Very High
Pedestrian Safety Improvement	None
Reliability	None
Rail On-time Performance	None
Transit Access	None
Transit Access for Equity Emphasis Areas	None
Transportation Demand Management	Very High

Route 199 between Brookwood Drive and John Tyler Highway was selected as a Project Pipeline study location due to the presence of overlapping VTrans needs. The study team took the following steps to confirm and evaluate the VTrans needs identified in the study area:

- Reviewed the Project Pipeline Data Dashboard to identify issues and transportation trends in the study area
- Conducted a field review of the study area to observe issues and document existing conditions
- Collected traffic counts at the study area intersections and tube counts along the corridor
- Reviewed relevant studies and plans near the study area to inform the alternative development
- Conducted detailed Existing Conditions and No-Build Conditions traffic operation analyses using Synchro and SimTraffic
- Assessed existing transit service, multimodal infrastructure, and the suitability for additional transit service within the study area

## 1.5 Needs Diagnosis

The Data Dashboard was developed by OIPI and VDOT to centralize data collection and leverage big data sources to streamline VTrans needs and problem diagnosis across all Project Pipeline studies as well as to identify the core issues and patterns identified in the Framework Document.

The Data Dashboard contains performance measures including VDOT crash data, travel time index data, level of travel time reliability (LOTTR) data, speed data, and Streetlight data for each study area. The results of this analysis are summarized in the Phase 1 summary sheets in **Appendix B**.

The study team reviewed the Dashboard performance measures in addition to other sources to validate the presence of VTrans needs and to identify the most effective improvements within the study area.

### 1.5.1 Operational and Access Needs

The study area has a very high Capacity Preservation VTrans need, which is based on the Travel Time Index (TTI) and the proportion of travel taking place during excessively congested conditions.

Typical Traffic data from Google showed congestion occurring along Route 199 during weekday AM and PM peak periods. During the AM peak period, congestion begins to form on eastbound Route 199 at Brookwood Drive and extends nearly to John Tyler Highway. In the westbound direction, congestion forms at John Tyler Highway and Jamestown Road, extending back towards College Creek. In the PM peak period, congestion begins to form on eastbound Route 199 at Brookwood Drive and extends back to John Tyler Highway, while the westbound conditions remain similar to AM.

The study team used StreetLight data to better understand travel patterns throughout the study corridor. StreetLight is a transportation data analytics platform that leverages anonymized location-based data to provide on-demand insights into travel patterns for various travel modes. The data revealed that the most notable movements in the AM and PM peak periods, excluding pass-through traffic on Route 199, are northbound John Tyler Highway to eastbound Route 199 and westbound Route 199 to southbound John Tyler Highway. **Table 2** and **Table 3** summarize the StreetLight analysis results for the two notable movements.

Table 2: Proportion of Trips from Northbound John Tyler Highway

Origin: Northbound John Tyler Highway	AM Peak Hour	PM Peak Hour
To Westbound Route 199	21%	26%
To Northbound John Tyler Highway	23%	20%
To Southbound John Tyler Highway	0%	0%
To Northbound Jamestown Road	8%	6%
To Southbound Jamestown Road	4%	6%
To Eastbound Route 199	44%	42%

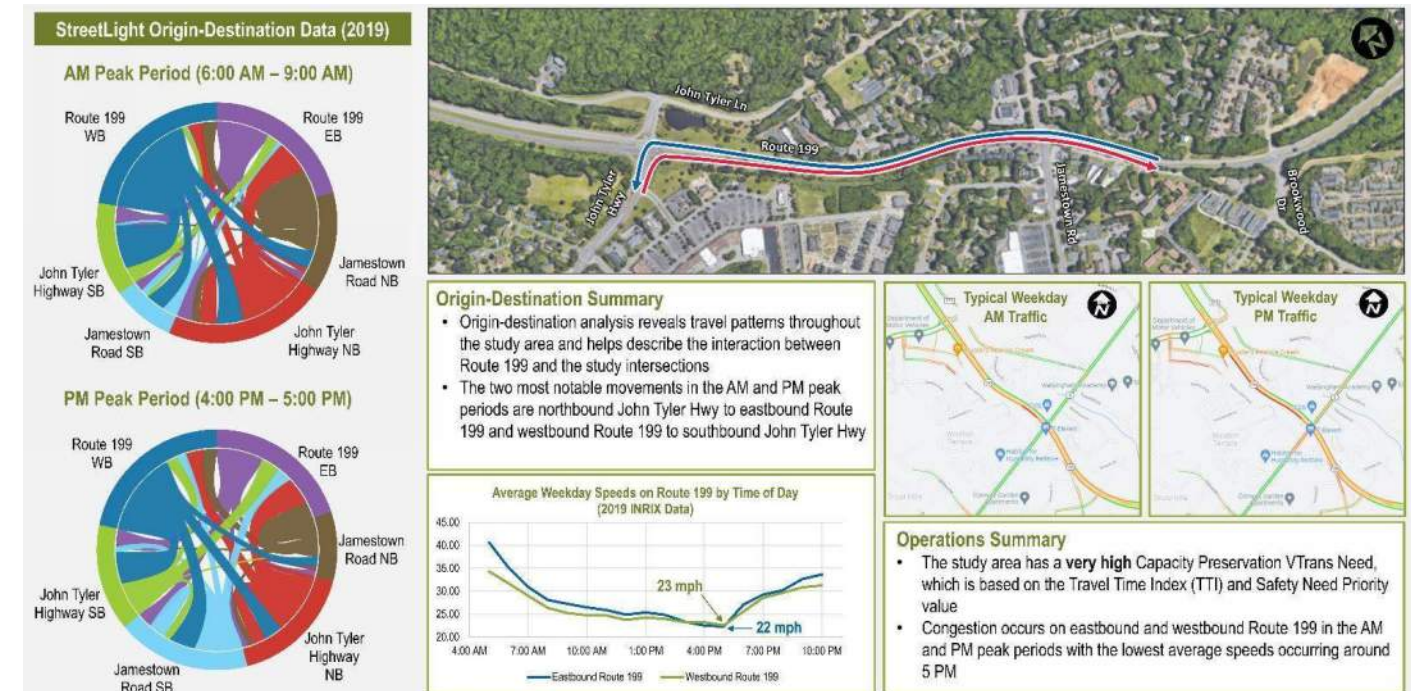
Table 3: Proportion of Trips from Westbound Route 199

Origin: Westbound Route 199	AM Peak Hour	PM Peak Hour
To Northbound Jamestown Road	17%	12%
To Southbound Jamestown Road	17%	30%
To Northbound John Tyler Highway	25%	22%
To Southbound John Tyler Highway	41%	37%

These high-level analyses informed the study team of the most significant congestion hot spots in the study area and the impact of closely spaced intersections on traffic operations. **Figure 4** includes additional details from the high-level operations needs diagnosis.

The study area also has a low Bicycle Access VTrans need due to the proximity to activity areas including residential and businesses along Jamestown Road and shopping center on John Tyler Highway. The study area offers opportunity for connectivity across Route 199 on John Tyler Highway and on Jamestown Road with enhanced pedestrian and bicycle accommodations. Bicycle and pedestrian infrastructure is further supported by proposed plans for regional connectivity to the Virginia Capital Trail to the south of Route 199.

Figure 4: High-Level Operations Needs Summary



### 1.5.2 Safety Needs

The study area has Very High Safety Improvement and Low Pedestrian Safety Improvement VTrans needs. The study team reviewed VDOT crash data from 2015-2019 to identify high-level crash trends in the study corridor, consistent with other Project Pipeline studies. Crash data from 2015-2019 represents the most recent full five years of pre-pandemic crash data available at the time of the safety analysis. Crash data from 2020 was removed from the analysis as the emergence of the COVID-19 pandemic in 2020 reduced the vehicle miles traveled in the study area and therefore would skew 2020 crash data.

In total, 236 crashes were reported in the study area including one fatality, 113 injury crashes, and 122 crashes involving property damage only (PDO). Most crashes in the study area were either rear-end (54%) or angle (22%) crashes. **Figure 5** shows additional details regarding crashes in the study area.

**Figure 5: High-Level Safety Needs Summary (2015-2019)**



Route 199 and John Tyler Highway are VDOT Pedestrian Safety Action Plan (PSAP) priority corridors. Both roads are in the statewide top 5% of corridors. The City of Williamsburg 2021 Comprehensive Plan identified Jamestown Road from Route 199 to John Tyler Lane and John Tyler Lane/Strawberry Plains Road as critical gaps in bicycle infrastructure in Williamsburg. There is also a desire to add connectivity between John Tyler Lane/Strawberry Plains Road and the Virginia Capital Trail.

### 1.5.3 Transit and Transportation Demand Management

While the study area has no VTrans needs for Transit Access or Transit Access for Equity Emphasis Areas, it does have a Very High need for Transportation Demand Management (TDM). The Michael Baker team reviewed existing Hampton Roads Transit (HRT) bus and Trafix (HRT Transportation Demand Management) services in the area.

The Williamsburg Area Transit Authority (WATA) Route 6 runs along Jamestown Road and provides service connecting the Jamestown Settlement to the Williamsburg Transportation Center. Route 6 has two stops near the intersection of Route 199 and Jamestown Road. The southbound stop along Jamestown Road includes a bench and shelter, while the northbound stop has neither. Both stops are connected to existing sidewalks.

Additionally, TDM options within or near the study area include commuter and rideshare services through Trafix, standard Transportation Network Companies (TNC) availability (e.g., Uber, Lyft), the Jamestown-Scotland Ferry, and the Jamestown-Scotland Ferry Park-and-Ride.

The Michael-Baker team identified an initial list of improvements which included the following:

- Transit Improvements
  - Conduct further study on increasing frequency along high-demand routes and improving service dependability (city biennial goal)
  - Continue with current service; study area is an unlikely area for new stops
- TDM Improvements
  - Conduct study for e-mobility (city biennial goal) and coordinate with transit
  - Continue developing the Birthplace of America Trail
  - Leverage existing Trafix services to promote the use of transit, carpooling, vanpooling, and other commuter services

## 1.6 Detailed Needs Validation

The study team performed additional traffic operations, safety, and transit analyses to further quantify the existing and anticipated needs within the study area. Results from these analyses were used as a baseline when comparing the conditions of proposed improvements to the existing and anticipated no-build conditions.

### 1.6.1 Existing Conditions Traffic and Safety Analysis

The study team conducted a multifaceted analysis of the existing conditions of the study corridor, which included performing a safety analysis, reviewing access management, conducting a preliminary field review, analyzing traffic operations using Synchro and SimTraffic, and reviewing of pedestrian, bicycle, and transit activity. The results of the Phase 1 existing conditions analysis and a preliminary list of alternatives were presented to VDOT, the City of Williamsburg, and James City County on September 14, 2021. The presentation is provided for reference in **Appendix C**.

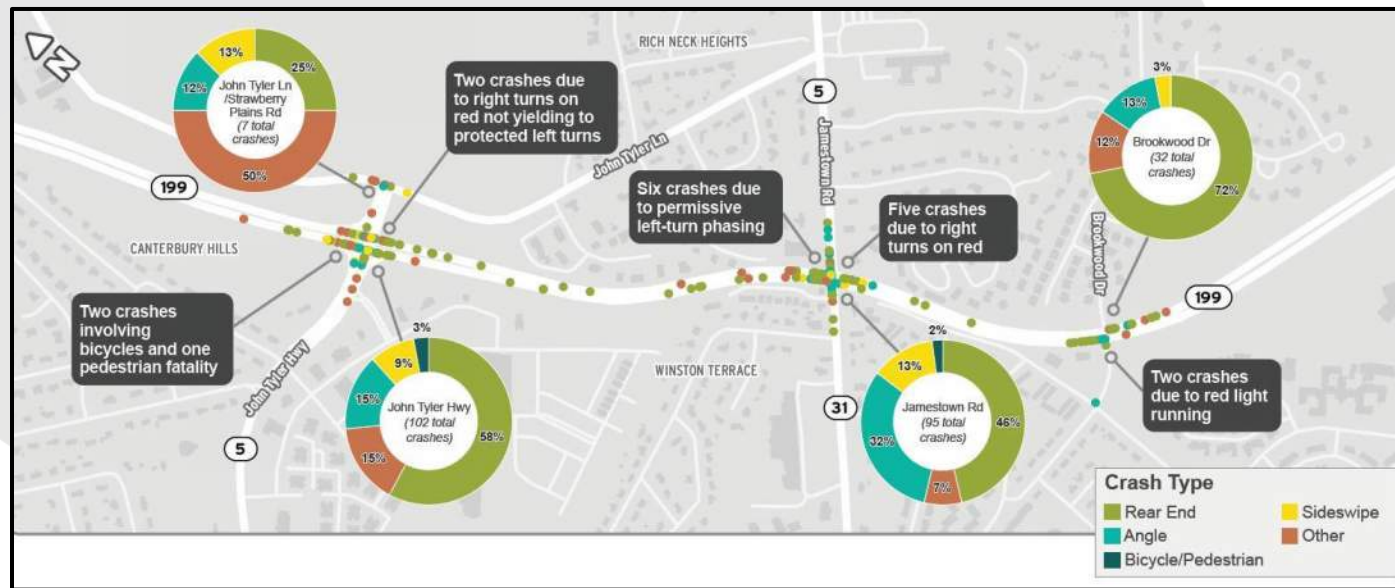
### Relevant Studies and Plans

No previous studies and plans were identified along the study corridor.

### Safety Analysis

A safety analysis was conducted using the crash data from the VDOT Crash Database over a five-year period (January 1, 2015 – December 31, 2019). In total, 236 crashes were reported in the study area, including one fatality. **Figure 6** and **Table 4** display the study area crashes by crash type. Additionally, a crash severity summary is shown in **Table 5**. **Appendix C** includes a detailed crash summary for the study area.

**Figure 6: 2015-2019 Study Area Crashes by Crash Type**



**Table 4: 2015-2019 Study Area Crash by Crash Type**

Intersection	Number of Crashes						Total
	Rear-End	Angle	Fixed Object – Off Road	Sideswipe	Pedestrian	Other	
Brookwood Drive	23	4	2	0	0	3	32
Jamestown Road	44	31	1	11	0	8	95
John Tyler Highway	59	16	7	8	1	11	102
John Tyler Lane/Strawberry Plains Road	2	1	1	1	0	2	7
<b>Total</b>	<b>128</b>	<b>52</b>	<b>11</b>	<b>20</b>	<b>1</b>	<b>24</b>	<b>236</b>

**Table 5: 2015-2019 Study Area Crashes by Crash Severity**

Intersection	Number of Crashes					
	K	A	B	C	PDO	Total
Brookwood Drive	0	0	4	11	17	32
Jamestown Road	0	6	6	30	53	95
John Tyler Lane	0	0	0	4	3	7
John Tyler Highway/Strawberry Plains Road	1	1	15	36	49	102
<b>Total</b>	<b>1</b>	<b>7</b>	<b>25</b>	<b>81</b>	<b>122</b>	<b>236</b>

All intersection and roadway segments within the VDOT linear referencing system (LRS) are evaluated annually for the potential for safety improvement (PSI) based on the Highway Safety Manual (HSM) methodology by VDOT. The crash frequency, severity of crashes, volume, and length of segment are contributing factors in the predicative analysis. Crash predictions, based on the safety performance function (SPF) crash data files, are made for intersection and segments. The top 100 intersections and 100 miles of segments are published by VDOT for each district on an annual basis. VDOT also identifies Targeted Safety Need (TSN) locations, which are intersections or segments that have been identified as PSI locations for three or more of the last five years.

Jamestown Road was identified as a 2018 Potential for Safety Improvement (PSI) intersection, with a ranking of 17 within the Hampton Roads District. The intersection was also identified as a Targeted Safety Need (TSN) location.

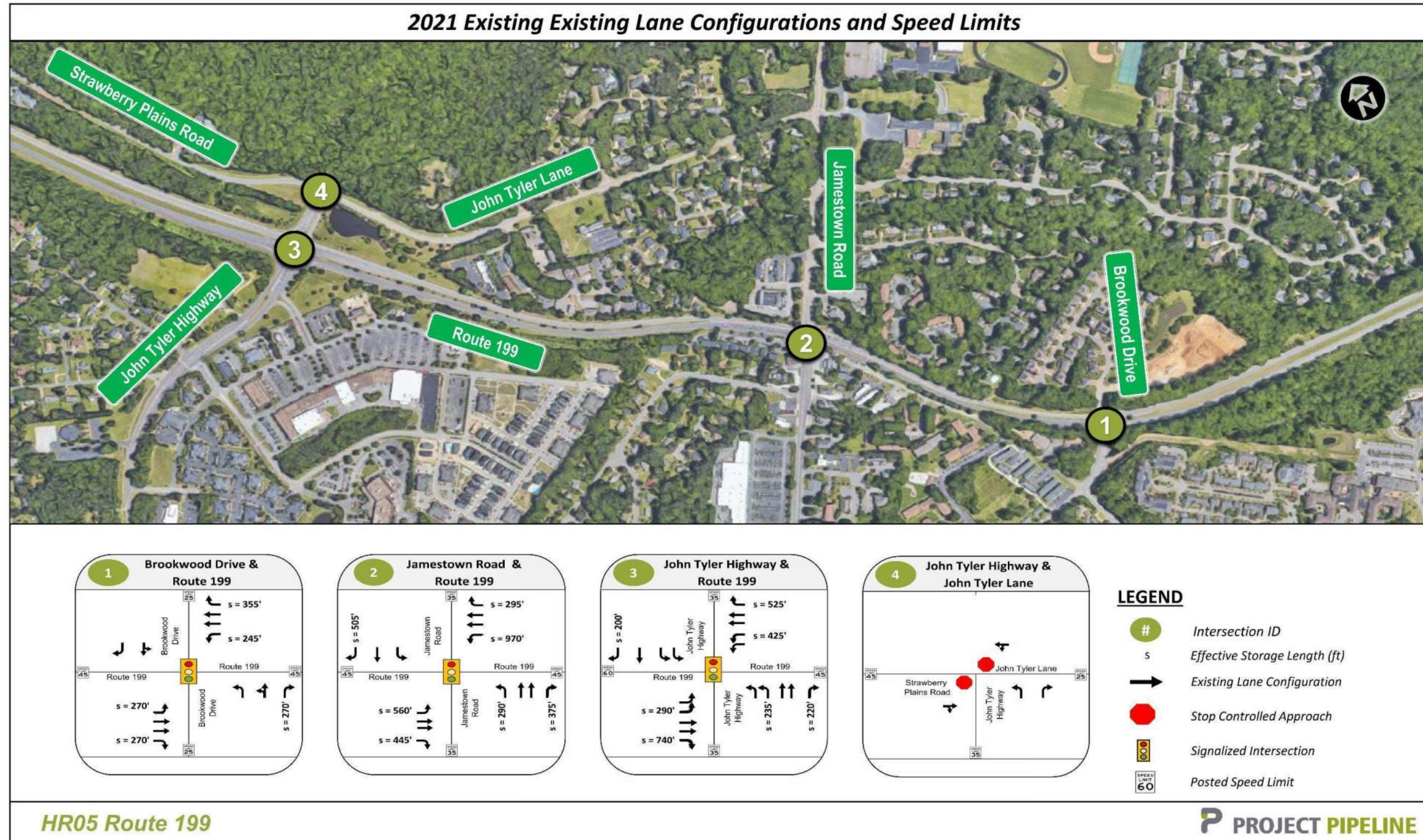
## Field Review Observations

A preliminary field review of the study area was conducted on Wednesday, November 17, 2021, to verify existing conditions, confirm traffic control devices, and observe peak hour traffic conditions and driver behavior. The existing lane configurations and speed limits in the study area are summarized in **Figure 7**.

The following observations were made during the field review:

- **Route 199 at Brookwood Drive**
  - Queue from westbound Route 199 at Jamestown Road extended through Brookwood Drive (AM and PM peak periods)
  - Heavy northbound left queue from Brookwood Drive to westbound Route 199 (PM peak period)
  - Queue from westbound Route 199 at Brookwood Drive extended back to College Creek bridge (PM peak period)
  - Poor sight distance due to horizontal curve on Westbound Route 199 approaching Brookwood Drive
- **Route 199 at Jamestown Road**
  - Heavy northbound left queue from Jamestown Road to westbound Route 199 (PM peak period)
  - Queue from westbound Route 199 at Jamestown Road extended through Brookwood Drive (AM and PM peak periods)
  - Multiple pedestrians and cyclists observed (AM and PM peak periods)
- **Route 199 at John Tyler Highway**
  - Long westbound left turn queues extended beyond storage lanes (AM and PM peak periods)
  - Southbound through queues extended back to John Tyler Lane (PM peak period)
  - Northbound right turning vehicles traveled at higher speeds through channelized lane (AM and PM peak periods)
  - Multiple cyclists were observed crossing Route 199 (PM peak period)
  - Northbound right-turning vehicles traveled through the channelized right-turn lane at high speeds
  - Northbound vehicles from Williamsburg Crossing Shopping Center (right-in/right-out) navigating multiple travel lanes in a short distance to make left turn onto westbound Route 199
- **John Tyler Highway at John Tyler Lane/Strawberry Plains Road**
  - Large number of vehicles on eastbound Strawberry Plains Road to southbound John Tyler Highway (AM and PM peak periods)
  - Pavement markings/tire tracks throughout the intersection
  - Rutting on northbound John Tyler Highway where northbound vehicles turning right travel beyond the available pavement

Figure 7: 2021 Existing Lane Configurations and Speed Limits



## Synchro and SimTraffic Analysis

A traffic operations analysis was conducted to evaluate the overall performance of the study corridor under existing (2021) AM and PM peak hour conditions. Existing conditions were modeled using Synchro 10 and SimTraffic 10.

The existing AM and PM Synchro models were developed based on the existing roadway geometry and collected traffic count data. Inputs and analysis methodologies were consistent with the VDOT *Traffic Operations and Safety Analysis Manual (TOSAM)*, Version 2.0. Synchro and SimTraffic models were calibrated prior to the application of COVID-19 adjustment factors to the existing conditions volumes. **Appendix C** includes the SimTraffic Calibration Memo detailing the refinements made to the Synchro and SimTraffic models to reflect observed conditions.

### Traffic Data

Fourteen-hour vehicular turning movement and pedestrian count data was collected at the four study intersections on Tuesday, October 12, 2021, from 6:00 AM to 8:00 PM. The AM and PM peak hours were determined to be 7:30 AM – 8:30 AM and 4:30 – 5:30 PM. Raw traffic data can be found in **Appendix C**.

Due to the current COVID-19 pandemic, traffic volumes in the region have been lower than pre-pandemic volumes, traffic volumes in the region have been lower than pre-pandemic volumes. The 2021 counts were increased by 5% during both peak hours to ensure that the existing volumes used in this study are representative of non-pandemic conditions. The COVID-19 adjustment factor was developed based on historical data trends and regional COVID-19 data trends. The methodology used to form the COVID-19 adjustment factor is included in **Appendix C**.

The resulting adjusted volumes were used as the existing volumes that form the basis of this study and are shown in **Figure 8**. Heavy vehicle percentages and peak hour factors are included in **Figure 9**.

## Level of Service Criteria

The intersection Level of Service (LOS) is a qualitative measure that describes a driver's perception of the operating conditions. LOS ratings range from A to F. LOS A indicates little or no congestion and LOS F indicates severe congestion, unstable traffic flow, and/or stop-and-go conditions.

**Table 6** summarizes the LOS corresponding to the delay at unsignalized and signalized intersections as specified in the HCM. The delay criteria for LOS differs slightly for unsignalized and signalized intersections due to driver expectations and behavior. For signalized intersections, LOS is calculated as the lost travel time caused by vehicles waiting at a traffic signal. For unsignalized intersections, LOS and corresponding delay is calculated by determining the number of gaps that are available in the conflicting traffic stream, since the LOS analysis assumes that the traffic on the mainline is not affected by the traffic on the side street.

**Table 6: Level of Service Criteria**

Level of Service	Control Delay (seconds/vehicle)	
	Signalized Intersection	Unsignalized Intersection
A	≤ 10.0	≤ 10.0
B	> 10.0 to 20.0	> 10.0 to 15.0
C	> 20.0 to 35.0	> 15.0 to 25.0
D	> 35.0 to 55.0	> 25.0 to 35.0
E	> 55.0 to 80.0	> 35.0 to 50.0
F	≥ 80.0	≥ 50.0



Figure 8: 2021 Existing Peak Hour Volumes (COVID Adjusted)

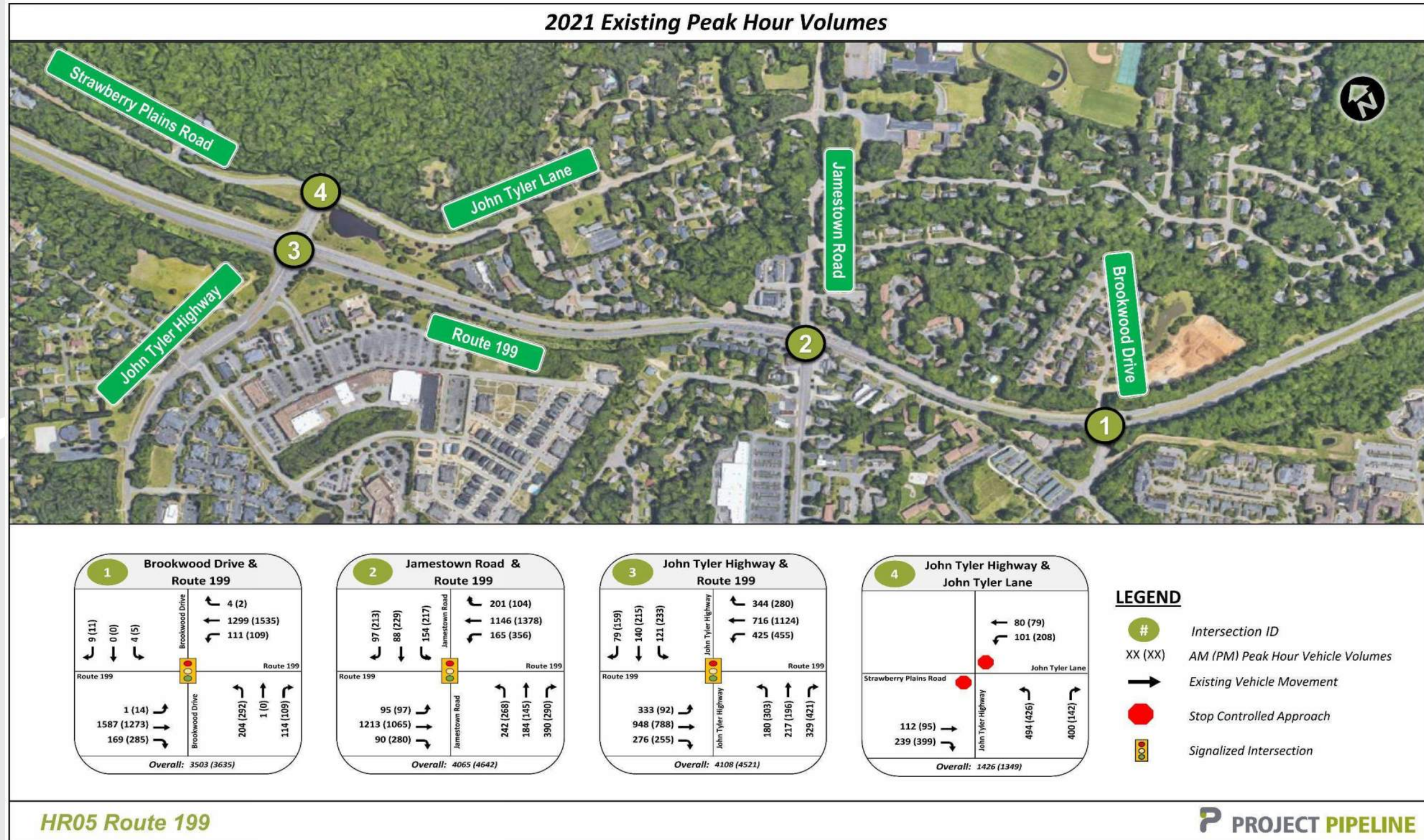
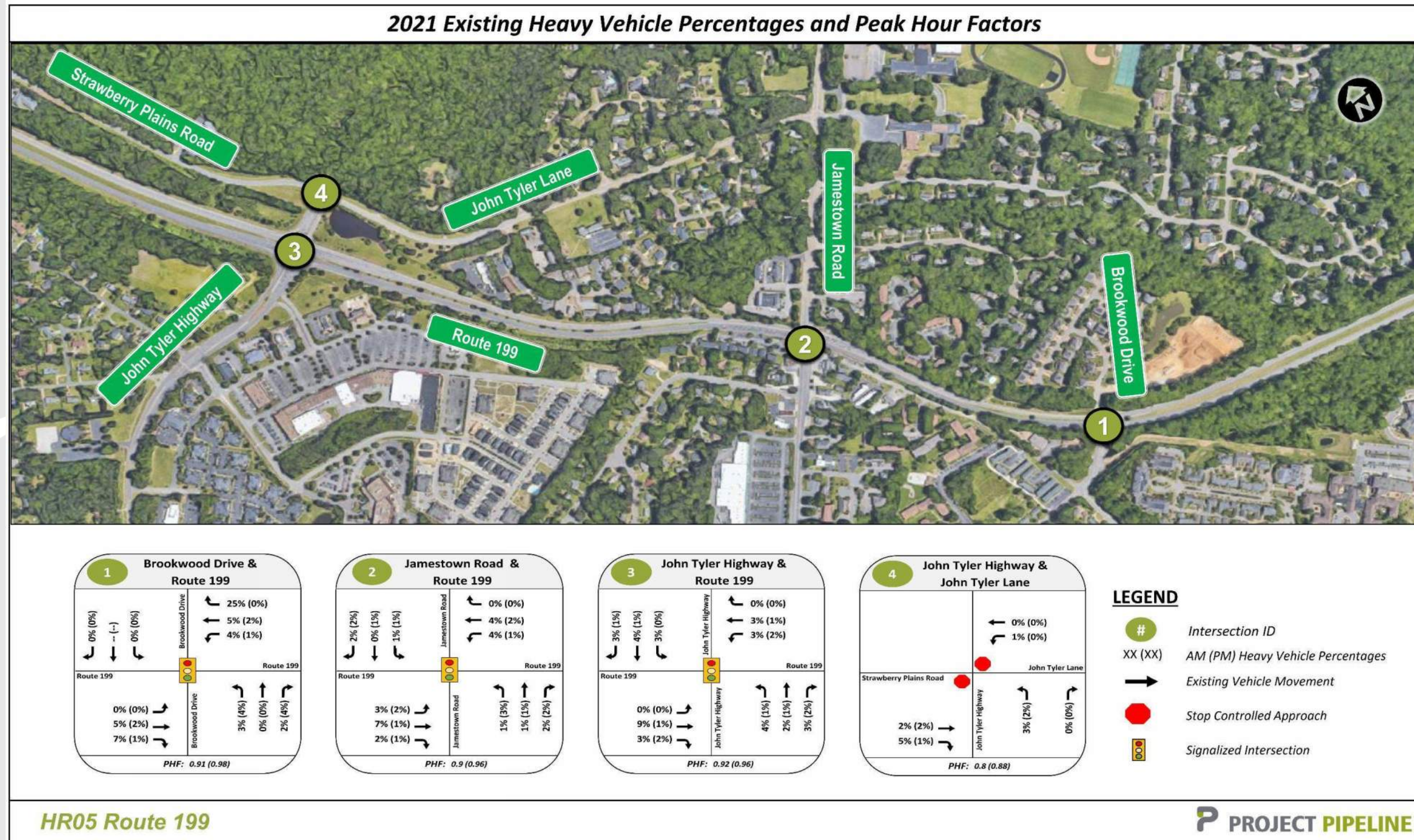


Figure 9: 2021 Existing Heavy Vehicle Percentages and Peak Hour Factors



## Traffic Analysis Results

Control delay (seconds per vehicle), LOS, and maximum queue length (feet) were selected as measures of effectiveness to quantitatively report the performance of each study intersection. The Highway Capacity Manual (HCM) 2000 methodology was selected to analyze all signalized and unsignalized intersections.

Ten simulations were conducted for both the AM and PM models. The VDOT *Sample Size Determination Tool* was used to confirm the number of SimTraffic model runs necessary. The full Synchro and SimTraffic reports are included in **Appendix C**. Existing Conditions results are shown in **Table 7** and **Table 8**.

Westbound Route 199, east of Jamestown Road, was identified as the critical link for calibration purposes as it was the dominant movement and had the longest queues in both the AM and PM peak hours. While efforts were made to calibrate the entire network, adjustments were chosen in favor of the critical links. The existing conditions results are based on the calibrated model.

Under existing conditions, all signalized intersections operated at LOS C or worse in both AM and PM peak hours. The eastbound approach of Route 199 and John Tyler Highway operated at LOS F in both peak hours. Multiple individual movements also operated at LOS F in both AM and PM peak hours at all three signalized intersections.

LOS and queue data showed that there are significant operational deficiencies on westbound Route 199 during both the AM and PM peak hours. Westbound queues formed at Jamestown Road and extended back through Brookwood Drive during both peak hours, nearly reaching College Creek during the PM peak hour.

The following trends were observed under existing conditions:

### AM Peak Hour

- The eastbound approach at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road experienced the highest approach delay (305.8 seconds) while the westbound approach was overcapacity
- The highest overall signalized delay occurred at the intersection of Route 199 and John Tyler Highway (46.7 seconds)
- The minor street approaches at the intersections of Route 199 and Brookwood Drive and Route 199 and John Tyler Highway all operated at LOS E
- The westbound queue at the intersection of Route 199 and John Tyler Highway extended back to Jamestown Road for 23% of the analysis period

### PM Peak Hour

- The westbound approach at the intersection of Route 199 and Jamestown Road experienced the highest approach delay (73.3 seconds)
- The westbound approach at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road was overcapacity
- The highest overall signalized delay occurred at the intersection of Route 199 and Jamestown Road (62.9 seconds)
- The minor street approaches at the intersections of Route 199 and Brookwood Drive and Route 199 and John Tyler Highway all operated at LOS E
- The westbound Route 199 queue at Brookwood Drive extended back 3,536 feet

Table 7: 2021 Existing Conditions Peak Hour Control Delay and LOS

Intersection Number and Description	Type of Control	Lane Group	Eastbound				Westbound				Northbound				Southbound				Overall	
			AM		PM		AM		PM		AM		PM		AM		PM		AM	PM
			LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay		
1 Route 199 & Brookwood Drive	Signal	Route 199		Route 199		Brookwood Drive		Brookwood Drive		Intersection		Delay		Delay						
		Left	E	77.2	E	62.5	E	71.2	E	69.5	E	66.3	E	66.9	E	69.2	E	69.5	20.1	23.9
		Through	B	14.0	B	14.3	B	14.1	C	20.3	E	66.4	E	66.9	E	67.5	E	67.4	LOS	LOS
		Right	A	4.7	A	9.6	A	7.5	B	10.0	E	56.4	D	53.4	E	67.5	E	67.4	LOS	LOS
		Approach	B	13.1	B	13.9	B	18.6	C	23.5	E	62.8	E	63.2	E	68.0	E	68.1	C	C
2 Route 199 & Jamestown Road	Signal	Route 199		Route 199		Jamestown Road		Jamestown Road		Intersection		Delay		Delay						
		Left	F	88.9	F	82.8	E	74.3	F	99.5	D	53.9	E	61.6	D	45.6	D	41.2	40.8	62.9
		Through	C	31.0	E	66.7	C	33.7	E	58.3	E	57.1	D	51.2	E	64.5	F	84.3	LOS	LOS
		Right	A	5.5	C	24.2	C	30.8	F	183.2	E	55.0	C	32.4	D	47.2	D	46.0	LOS	LOS
		Approach	C	33.3	E	59.5	D	37.8	E	73.3	E	55.1	D	47.4	D	51.0	E	57.7	D	E
3 Route 199 & John Tyler Highway	Signal	Route 199		Route 199		John Tyler Highway		John Tyler Highway		Intersection		Delay		Delay						
		Left	E	72.0	E	55.4	F	96.7	F	96.3	E	57.1	E	56.6	E	56.1	D	53.3	46.7	48.7
		Through	D	38.7	D	40.9	B	19.8	D	37.6	E	57.8	D	53.3	E	65.8	E	64.9	LOS	LOS
		Right	A	0.3	A	0.2	D	42.3	C	34.2	E	55.3	E	60.3	D	53.9	D	50.1	LOS	LOS
		Approach	D	39.0	C	32.9	D	47.0	D	51.4	E	56.5	E	57.6	E	59.6	E	56.6	D	D
4 John Tyler Highway & John Tyler Lane /Strawberry Plains Road	Unsignalized	Strawberry Plains Road		John Tyler Lane		John Tyler Highway		John Tyler Highway		Intersection		Delay		Delay						
		Left					*	*	*	*	A	8.6	A	8.2						
		Through	F	305.8	F	71.8					A	0.0	A	0.0					-	-
		Right									A	4.8	A	6.1					LOS	LOS
		Approach	F	305.8	F	71.8	*	*	*	*	A	4.8	A	6.1					-	-

- Denotes a shared movement for individual approaches or the overall intersection is stop controlled

\* SYNCHRO does not provide level or service or delay for moments where volume exceeds capacity

Table 8: 2021 Existing Conditions Peak Hour Maximum Queue

Intersection Number and Description	Type of Control	Lane Group	Maximum Queue							
			Eastbound		Westbound		Northbound		Southbound	
			AM	PM	AM	PM	AM	PM	AM	PM
1 Route 199 & Brookwood Drive	Signal		Route 199		Route 199		Brookwood Drive		Brookwood Drive	
		Left	** (4%)	** (5%)	** (1%)	** (46%)	204	264	29	35
		Through	387	540	303	3536	164	231		
		Right	** (5%)	** (5%)	38	** (47%)	129	128	38	38
2 Route 199 & Jamestown Road	Signal		Route 199		Route 199		Jamestown Road		Jamestown Road	
		Left	** (2%)	** (6%)	485	*(14%)** (41%)	270	*(24%)** (13%)	234	** (2%)
		Through	608	769	769	^(5%)	305	^(2%)	182	^(2%)
		Right	** (4%)	** (9%)	** (16%)	** (51%)	345	255	127	** (2%)
3 Route 199 & John Tyler Highway	Signal		John Tyler Highway		John Tyler Highway		Route 199		Route 199	
		Left	*(26%)** (26%)	** (2%)	*(22%)** (17%)	*(15%)** (13%)	201	231	111	** (5%)
		Through	905	373	1,202	1,039	181	248	210	^(3%)
		Right	** (2%)	18	233	** (2%)	42	0	120	** (5%)
4 John Tyler Highway & John Tyler Lane /Strawberry Plains Road	Unsignalized		Strawberry Plains Road		John Tyler Lane		John Tyler Highway			
		Left			221	339	172	121		
		Through	460	772						
		Right					227	119		

† No queue reported. Movement does not have conflicting volumes

\*(X%) - Maximum queue extends full length of storage bay for X% of the analysis period

\*\* (Y%) - Queue in lane adjacent to storage bay extends beyond end of storage bay for Y% of the analysis period

^(Z%) - Maximum queue extends back to the upstream intersection for Z% of the analysis period

### 1.6.2 Transit Propensity and Transit Potential Analyses

The Michael Baker team conducted a series of transit propensity and transit potential analyses for the study corridor. The transit propensity analysis assisted in determining whether a location might be suitable for transit service using indices that reveal locations with significant clusters of potential transit-oriented users, commuters, jobs, or other non-work destinations that could be well-served by transit.

The results of the all-day and peak commuter transit propensity indices, shown in **Figure 10** and **Figure 11**, respectively, show a low to low-moderate need for transit in the study corridor and surrounding area.

Figure 10: Transit Propensity for All-Day Service and Peak Commuter Indices

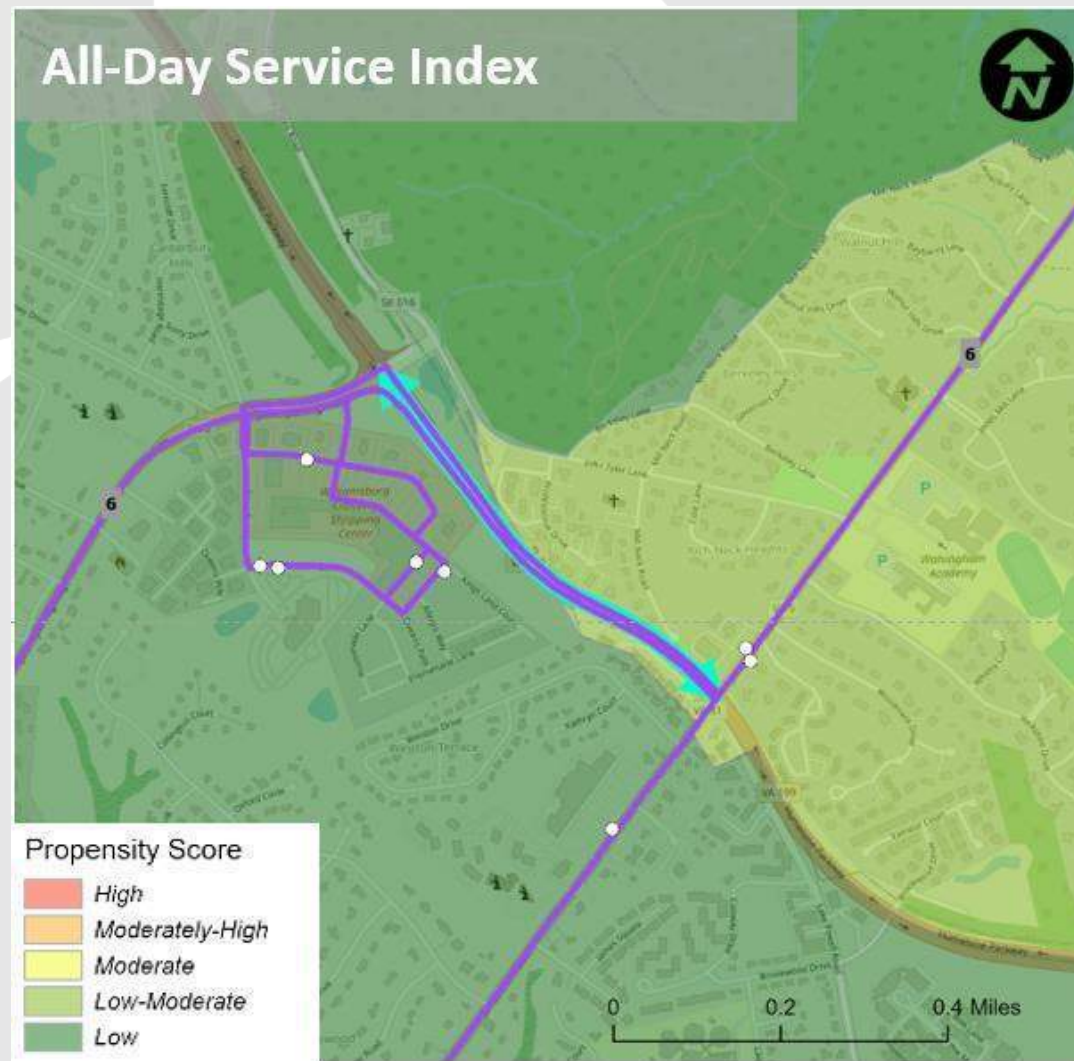
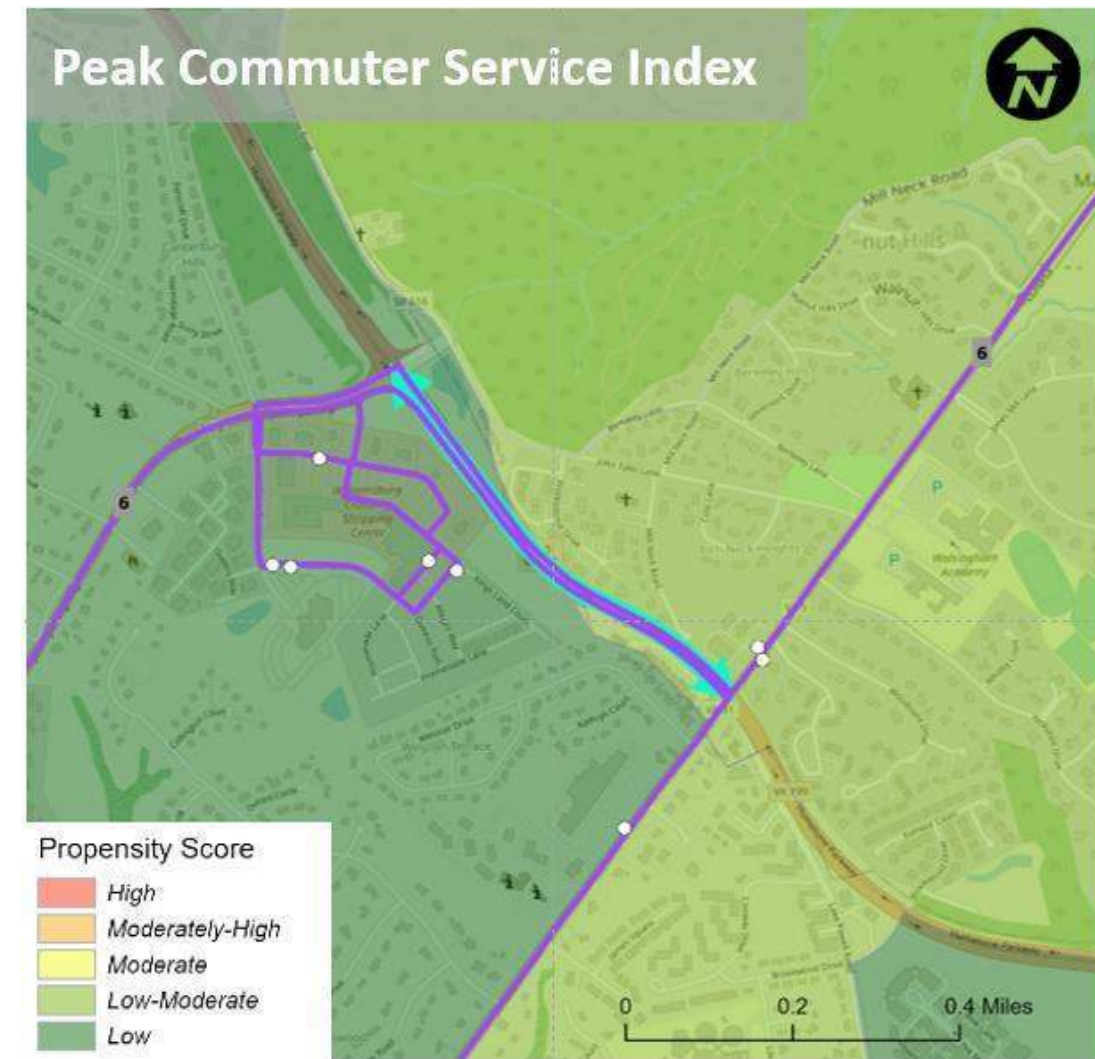
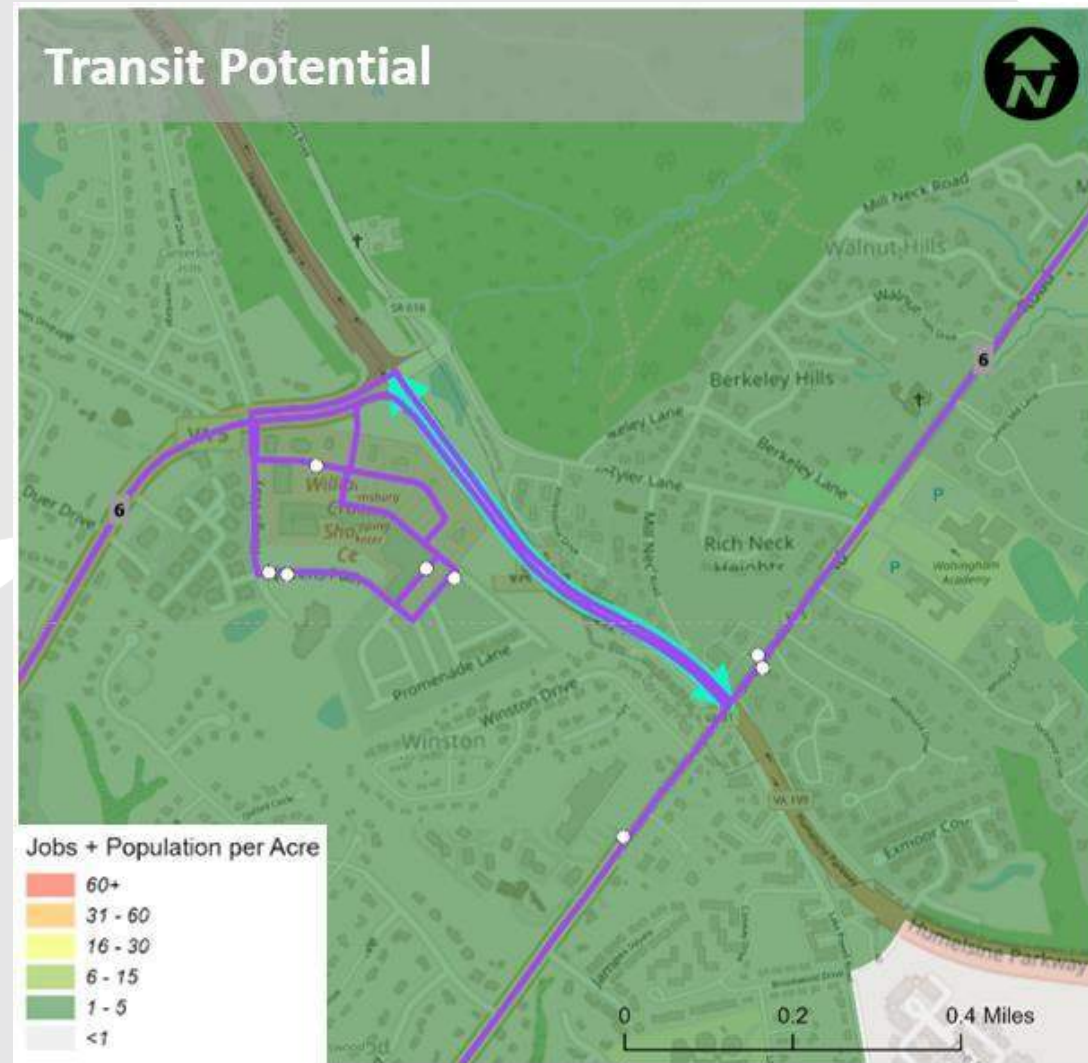


Figure 11: Transit Propensity for Peak Commuter Indices



The transit potential analysis included combined population and employment densities for each Census Block Group to indicate the viability of fixed-route service in the study area, shown in **Figure 12**. These analyses offer insight to where transit could be best utilized and validate the presence of existing service. Further analysis is recommended to better understand if higher frequency service is warranted along the existing routes, considering future growth and development in the area.

**Figure 12: Transit Potential Analysis Results**



### 1.6.3 No-Build Conditions Analysis

Traffic operational analyses were conducted to evaluate the overall performance of the study corridor under No-Build (2045) AM and PM peak hour conditions. The intent of the No-Build conditions analyses is to provide a general understanding of the baseline future traffic conditions as a starting point for developing improvement concepts.

The following sources were reviewed to determine the growth rates to apply to existing traffic volumes to forecast future (2045) traffic volumes:

- Hampton Roads Regional Travel Demand Model (TDM)**  
 Outputs from the Hampton Roads Regional TDM, which included base year data from 2017 and future year data from 2045, were adjusted using NCHRP-765 methodologies that incorporate project-specific and VDOT project traffic count data to calibrate future volume projections. Linear growth rates for the study area were developed using the adjusted future year (2045) TDM output and existing available count data.
- Historical traffic count data**  
 Historical traffic count data were sourced primarily from official VDOT historical AADT counts. Trends were identified between years of significant development or regression, outliers were removed, and a linear regression analysis was performed to produce linear growth rates for segments throughout the study area.
- Socioeconomic data**  
 Population and employment data from traffic analysis zones (TAZ) in the 2017-2045 Hampton Roads Regional TDM were reviewed and compared to the linear traffic growth rates developed with the 2017-2045 Richmond TPO Regional TDM.

**Table 9** and **Figure 13** present the recommended linear growth rates and the growth rates determined from historical volume and the HRPTO TDM. The SWG discussed recent travel patterns and traffic growth being relatively less than the historic growth rates. A 1% growth rate was agreed up by the SWG and applied to Route 199 and various growth rates were applied to the side streets along the study area ranging between 0.5% and 1.0%. A growth factor of 1.56 was applied to southbound Brookwood Drive to account for the expected 56% increase in volume from the anticipated townhome development. Due to the landlocked nature of the area, this leg of Brookwood Drive is not expected to experience any additional growth after the completion of the townhomes. This methodology was agreed upon by the SWG during a meeting held on January 24, 2022. The presentation is included in **Appendix D**.

Table 9: Linear Growth Rate Development Summary

ID	Segment	Historical Linear Growth Rate	Project TDM Linear Growth Rate	Recommended Linear Growth Rate
1	Route 199 west of Jamestown Road	1.58%	2.05%	1.00%
2	Route 199 east of Jamestown Road	1.11%	1.21%	1.00%
3	John Tyler Highway	-0.99%	0.41%	0.50%
4	Jamestown Road	0.18%	1.28%	1.00%
5	Brookwood Drive	–	0.54%	0.50%*

\* A 1.56 growth factor was applied to southbound Brookwood Drive

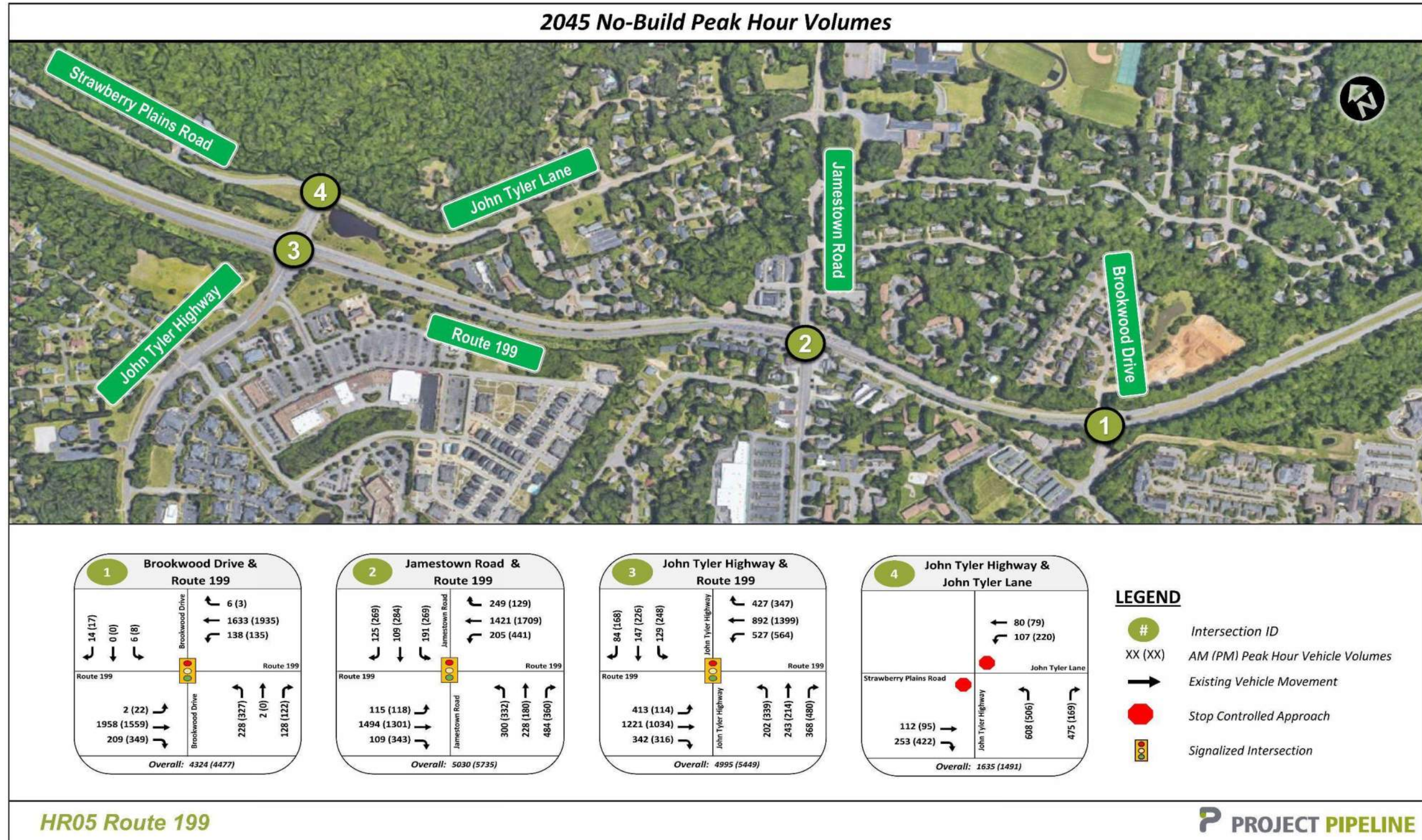
Figure 13: Study Area Linear Growth Rate



**Figure 14** shows the 2045 design year volumes used in the 2045 No-Build and 2045 Build conditions Synchro and SimTraffic models.



Figure 14: 2045 No Build Peak Hour Volumes



## Synchro and SimTraffic Analysis

Traffic operational analyses were conducted to evaluate the overall performance of the study corridor under No-Build (2045) AM and PM peak hour conditions. The intent of No-Build conditions analyses was to provide a general understanding of the baseline future traffic conditions as a starting point for developing improvement alternatives. No-Build conditions were modeled using Synchro 10 and SimTraffic 10 for the entire study area.

The existing conditions Synchro models were used as a basis to develop the No-Build models for the AM and PM peak hour conditions. The models were updated with the projected 2045 No-Build traffic volumes. Traffic signal cycle lengths were assumed to be consistent with existing conditions, while splits and offsets were optimized. No-Build inputs and analysis methodologies were applied consistently with the *TOSAM*.

Ten simulations were conducted for both the AM and PM No-Build SimTraffic models. Control delay (seconds per vehicle) and LOS and maximum queue length (feet) were selected as measures of effectiveness to quantitatively report the performance of each study intersection. HCM 2000 methodology was used to analyze the five intersections. The full Synchro and SimTraffic reports are included in **Appendix D** and shown in **Table 10** and **Table 11**.

Similar trends in delay and queuing were observed under No-Build conditions as observed in Existing conditions. Under No-Build conditions, all signalized intersections operated at LOS D or worse in both AM and PM peak hours. Multiple individual movements also operated at LOS F in both AM and PM peak hours at all three signalized intersections.

LOS and queue data showed that there are significant operational deficiencies on westbound Route 199 during both AM and PM peak hours. Westbound queues began forming at Jamestown Road and extended back through Brookwood Drive during both peak hours. From Brookwood Drive, queues extended over a mile east, nearly reaching the Colonial Parkway interchange.

The following trends were observed under No-Build conditions:

### AM Peak Hour

- The eastbound approach at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road experienced the highest approach delay (740.8 seconds) while the westbound approach was overcapacity
- The highest overall signalized delay occurred at the intersection of Route 199 and Jamestown Road (95.2 seconds)
- All approaches for all signalized intersections operated at LOS E or F except for the westbound approach at the intersection of Route 199 and Brookwood Drive (LOS C)
- The westbound Route 199 queue at Brookwood Drive extended back 5,321 feet

### PM Peak Hour

- The eastbound approach at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road experienced the highest approach delay (170.1 seconds) while the westbound approach was overcapacity
- The highest overall signalized delay occurred at the intersection of Route 199 and Jamestown Road (86.7 seconds)
- All approaches for all signalized intersections operated at LOS D or worse except for the eastbound approach at the intersection of Route 199 and Brookwood Drive (LOS C)
- The westbound Route 199 queue at Brookwood Drive extended back 5,314 feet

Table 10: 2045 No-Build Conditions Peak Hour and LOS

Intersection Number and Description	Type of Control	Lane Group	Eastbound				Westbound				Northbound				Southbound				Overall		
			AM		PM		AM		PM		AM		PM		AM		PM		AM	PM	
			LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	AM	PM	
1 Route 199 & Brookwood Drive	Signal	Route 199		Route 199		Brookwood Drive		Brookwood Drive		Intersection		Route 199		Route 199		Brookwood Drive		Brookwood Drive		Intersection	
		Left	E	79.9	E	61.5	E	77.4	F	125.3	E	65.4	F	82.6	E	67.6	E	67.6	Delay	Delay	
		Through	E	65.4	C	22.4	C	21.0	D	38.0	E	66.2	F	82.6	E	67.6	E	67.6	45.8	37.4	
		Right	A	6.1	B	14.9	A	8.5	B	11.5	E	55.3	D	54.4	E	66.2	E	66.1	LOS	LOS	
		Approach	E	59.7	C	21.5	C	25.3	D	43.7	E	62.0	E	74.9	E	66.6	E	66.6	D	D	
2 Route 199 & Jamestown Road	Signal	Route 199		Route 199		Jamestown Road		Jamestown Road		Intersection		Route 199		Route 199		Jamestown Road		Jamestown Road		Intersection	
		Left	F	89.7	F	136.9	E	63.6	F	177.0	E	65.8	F	179.8	D	46.4	D	53.8	Delay	Delay	
		Through	F	173.6	F	84.5	E	66.2	E	55.7	E	58.2	E	59.1	E	65.5	F	247.0	95.2	86.7	
		Right	A	5.2	C	33.7	D	37.1	B	10.5	E	76.9	D	43.2	D	46.1	D	54.5	LOS	LOS	
		Approach	F	157.3	E	78.2	E	62.0	E	76.6	E	69.4	F	98.5	D	51.2	F	120.8	F	F	
3 Route 199 & John Tyler Highway	Signal	Route 199		Route 199		John Tyler Highway		John Tyler Highway		Intersection		Route 199		Route 199		John Tyler Highway		John Tyler Highway		Intersection	
		Left	F	111.5	F	107.0	F	194.6	E	68.3	E	56.2	E	57.5	E	55.6	E	58.7	Delay	Delay	
		Through	E	67.7	E	57.9	C	22.2	D	48.9	E	57.1	D	53.1	E	65.6	F	105.3	67.3	67.8	
		Right	A	0.4	A	0.3	D	42.8	F	120.6	D	54.5	F	146.7	D	53.4	D	53.8	LOS	LOS	
		Approach	E	65.2	D	49.3	E	76.2	E	64.4	E	55.7	F	98.0	E	59.2	E	73.8	E	E	
4 John Tyler Highway & John Tyler Lane /Strawberry Plains Road	Unsignalized	Strawberry Plains Road		John Tyler Lane		John Tyler Highway		John Tyler Highway		Intersection		Strawberry Plains Road		John Tyler Lane		John Tyler Highway		John Tyler Highway		Intersection	
		Left					*	*	*	*	A	9.2	A	8.4					Delay	Delay	
		Through	F	740.8	F	170.1														-	-
		Right									A	0.0	A	0.0						LOS	LOS
		Approach	F	740.8	F	170.1	*	*	*	*	A	5.2	A	6.3						-	-

- Denotes a shared movement for individual approaches or the overall intersection is stop controlled

\* SYNCHRO does not provide level or service or delay for moments where volume exceeds capacity

Table 11: 2045 No-Build Conditions Peak Hour Maximum Queue

Intersection Number and Description	Type of Control	Lane Group	Maximum Queue							
			Eastbound		Westbound		Northbound		Southbound	
			AM	PM	AM	PM	AM	PM	AM	PM
1 Route 199 & Brookwood Drive	Signal	Route 199		Route 199		Brookwood Drive		Brookwood Drive		
		Left	** (35%)	** (3%)	** (77%)	** (76%)	232	^ (68%)	35	29
		Through	1,166	818	5,321	5,314	209	^ (75%)		
		Right	** (35%)	** (3%)	** (88%)	** (82%)	160	** (77%)	59	71
2 Route 199 & Jamestown Road	Signal	Route 199		Route 199		Jamestown Road		Jamestown Road		
		Left	** (57%)	*(69%)** (57%)	** (71)	*(70%)** (63%)	*(38%)** (26%)	*(77%)** (84%)	394	** (78%)
		Through	^ (2%)	1879	^ (4%)	^ (19%)	599	657	224	1,016
		Right	** (65)	** (21%)	*(2%)** (57%)	** (7%)	*(9%)** (5%)	363	178	** (78%)
3 Route 199 & John Tyler Highway	Signal	John Tyler Highway		John Tyler Highway		Route 199		Route 199		
		Left	*(22%)** (61%)	** (73%)	*(40%)** (33%)	295	226	267	** (2%)	223
		Through	2,352	2,334	1369	391	232	173	216	^ (3%)
		Right	*(2%)** (53%)	*(5%)** (62%)	211	114	85	0	** (2%)	200
4 John Tyler Highway & John Tyler Lane/Strawberry Plains Road	Unsignalized	Strawberry Plains Road		John Tyler Lane		John Tyler Highway				
		Left			337	540	176	194		
		Through	905	1,001						
		Right					206	142		

† No queue reported. Movement does not have conflicting volumes

\*(X%) - Maximum queue extends full length of storage bay for X% of the analysis period

\*\* (Y%) - Queue in lane adjacent to storage bay extends beyond end of storage bay for Y% of the analysis period

^ (Z%) - Maximum queue extends back to the upstream intersection for Z% of the analysis period

## 2 Alternatives Development & Refinement

The study team developed alternative concepts along Route 199 and at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road to enhance multimodal access and address safety, geometric, and operational deficiencies in the study area.

The study team screened alternatives based on anticipated safety benefits, operational performance, multimodal access, constructability, and input from the SWG. A SWG meeting was held on October 20, 2021 to review the preliminary alternatives. The meeting materials can be found in **Appendix E**. The study team selected seven alternatives to present to the public and gather feedback.

### 2.1 Phase 1 Alternative Development

The study team developed preliminary alternatives in parallel with the highest-level needs diagnosis efforts documented in **Chapter 1.5**. The proposed Phase 1 alternatives were developed to meet the following criteria:

- Improve operations at intersections in the study area
- Mitigate safety issues for the turning movements onto and from Route 199
- Preserve capacity for travel along Route 199
- Enhance bike and pedestrian access throughout the study area

The following sections describe the process used to develop Phase 1 alternatives encompassing various categories of needs.

#### 2.1.1 Alternatives Addressing Traffic Operations and Safety Needs

The study team conducted a high-level traffic operations and safety analysis of the four study area intersections using the Virginia Junction Screening Tool (VJuST) using the developed 2045 No-Build peak hour volumes. The VJuST screening looked at innovative intersection configurations that have the potential to reduce congestion and improve safety.

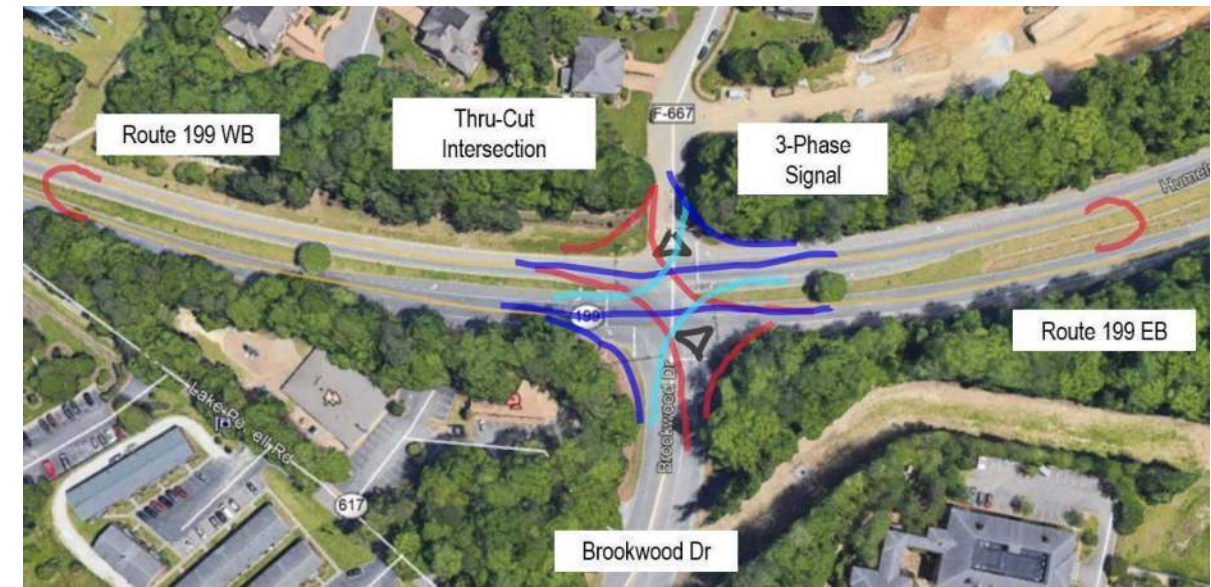
##### Route 199 at Brookwood Drive

In existing conditions, the intersection of Route 199 and Brookwood Drive experiences heavy queueing in the westbound direction, especially during the PM peak hour. Northbound left-turning vehicles also experience high delays in the AM and PM peak hours. Westbound Route 199 vehicles

travel at higher speeds approaching the Brookwood Drive intersection. Poor sight distance is present due to the horizontal curvature of Route 199 and is likely the primary cause, in conjunction with the presence of a traffic signal, of rear-end crashes within the influence area of the intersection.

The preliminary alternative, illustrated in **Figure 15**, is a Thru-Cut which would reroute through movements on Brookwood Drive to U-turn locations to the east and west of the main intersection.

**Figure 15: Phase 1 Alternative – Brookwood Drive Thru-Cut**

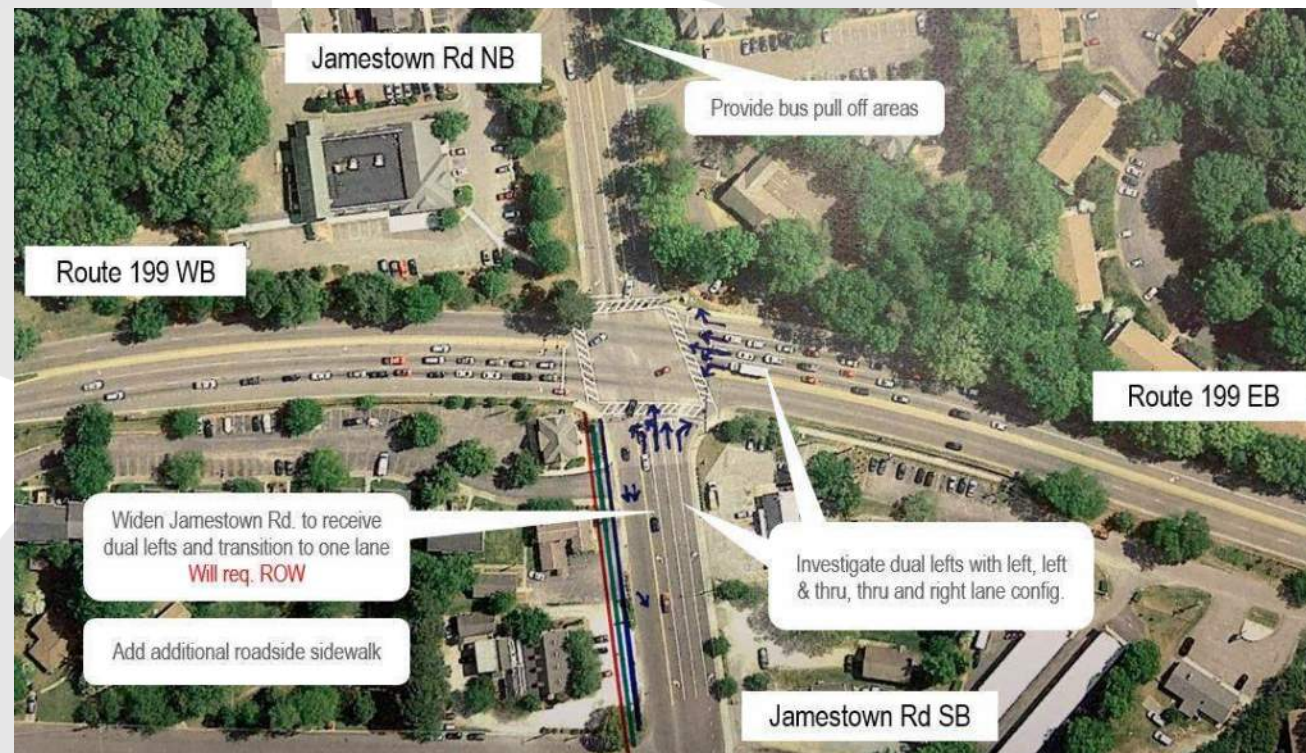


**Route 199 at Jamestown Road**

Queues on westbound Jamestown Road spill back through Brookwood Drive in the AM and PM peak hours. In addition to vehicular traffic, pedestrians and cyclists frequently cross Route 199. Five crashes occurred at this intersection due to vehicles making a right turn on red. Additionally, six crashes occurred due to permissive left turn phasing from Route 199 to Jamestown Road.

One preliminary alternative, illustrated in **Figure 16**, includes widening Jamestown Road, as well as adding dual lefts with a left, left/through, through, and right lane configuration on the westbound and northbound approaches. Another option considered was only adding dual westbound lefts.

**Figure 16: Phase 1 Alternative – Jamestown Road Dual Lefts**



**Figure 17** shows a bowtie concept. The bowtie would reroute all left turn movements at Route 199 and Jamestown Road to roundabouts along Jamestown Road. The northern roundabout would be located at Woodmere Drive and the southern roundabout would be located at Winston Drive. The southern roundabout could also be located at Old Colony Lane as shown in **Figure 18**. For more information on how bowtie intersections operate, visit [VDOT's Innovative Intersection website](#).

**Figure 17: Phase 1 Alternative – Jamestown Road Bowtie**



**Figure 18: Phase 1 Alternative – Jamestown Road Southern Roundabout**



**Figure 19** shows the third preliminary alternative which is a quadrant intersection. The quadrant would reroute all left turn movements at Route 199 and Jamestown Road to adjacent intersections via a connector roadway. For more information on how quadrant intersections operate, visit [VDOT's Innovative Intersection website](#).

**Figure 19: Phase 1 Alternative – Jamestown Road Quadrant**



Another option considered was lowering the Route 199 facility underneath Jamestown Road to remove eastbound and westbound through movements from the intersection.

### Route 199 and John Tyler Highway

Heavy queuing is present at John Tyler Highway, especially in the westbound direction during both the AM and PM peak hours. The westbound left turn also experiences long queues that often extend beyond the available storage bay. Two crashes involving bicycles and one pedestrian fatality occurred at this intersection.

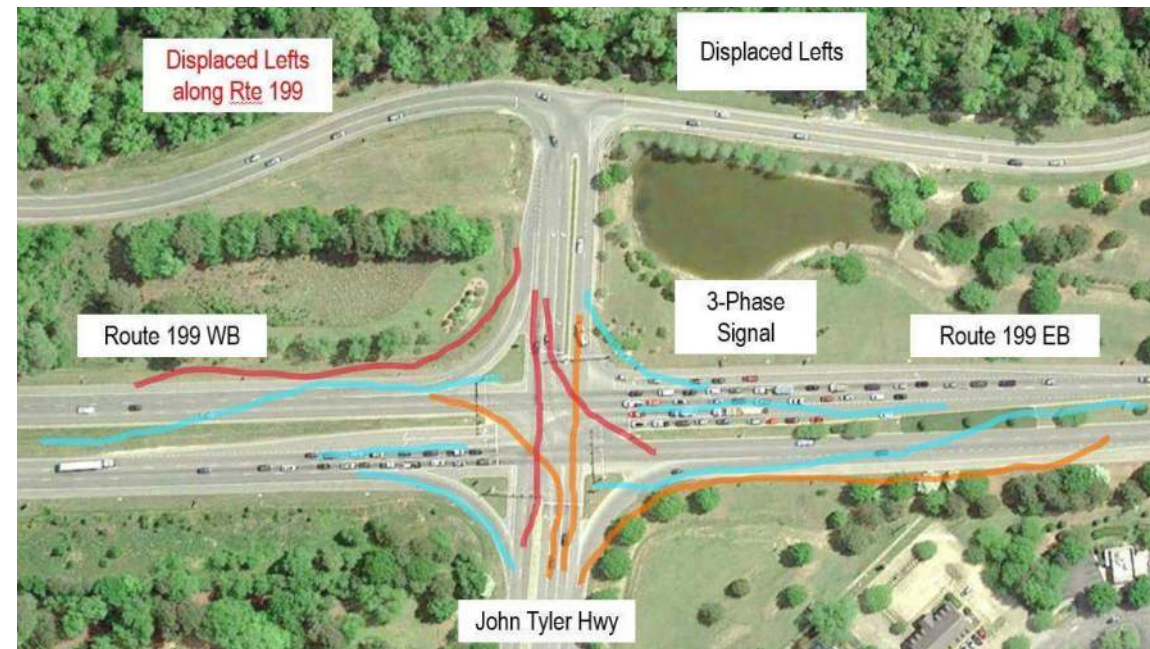
**Figure 20** shows a preliminary alternative comprising of a Restricted Crossing U-Turn (RCUT) which would reroute left turns from John Tyler highway to U-turn locations to the east and west of the intersection.

**Figure 20: Phase 1 Alternative – John Tyler Highway RCUT**



Another alternative, illustrated in **Figure 21**, shows a partial displaced left turn which would allow left turns and through movements on Route 199 to run simultaneously.

**Figure 21: Phase 1 Alternative – John Tyler Highway Partial Displaced Left Turn**



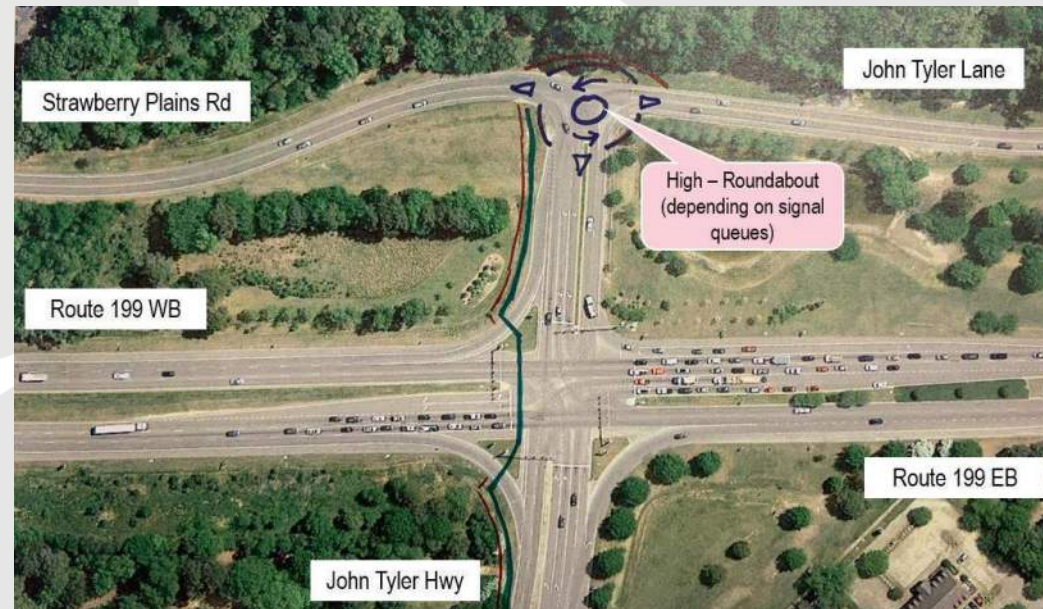
Short-term improvements for this intersection included adding delineators along Route 199 at the channelized right turn lanes and reviewing the posted speed limit for vehicles traveling eastbound approaching John Tyler Highway.

**John Tyler Highway and John Tyler Lane/Strawberry Plains Road**

Southbound queues from John Tyler Highway at Route 199 extend to John Tyler Lane/Strawberry Plains Road and affect the eastbound and westbound movements during the AM and PM peak hours.

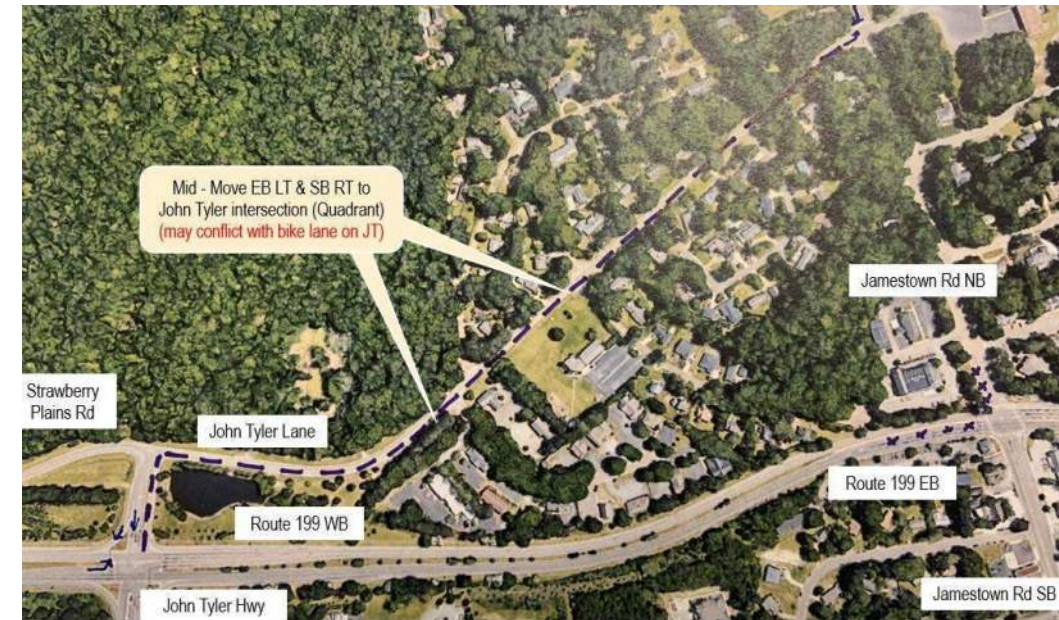
The preliminary alternative, illustrated in **Figure 22**, is a roundabout which would convert the intersection from stop-controlled to yield-controlled.

**Figure 22: Phase 1 Alternative – John Tyler Lane/Strawberry Plains Road Roundabout**



**Figure 23** illustrates a quadrant on John Tyler Lane. This concept would reroute eastbound and southbound left turns at Route 199 and Jamestown Road along John Tyler Lane.

**Figure 23: Phase 1 Alternative – John Tyler Lane Quadrant**



A third alternative included adding eastbound and westbound turn lanes on John Tyler Lane/Strawberry Plains Road.



## 2.1.2 Alternatives Addressing Bicycle and Pedestrian Access and Safety

Alternatives addressing bicycle and pedestrian access included adding additional sidewalk along Jamestown Road, ensuring adequate lane widths on Jamestown Road to allow for future bike lanes, and a shared-use path along John Tyler Highway. These bicycle and pedestrian facilities will allow for greater connectivity throughout the area and future connection to the Virginia Capital Trail and future projects such as the College Woods Circuit Trail.

Additionally, the concepts that proposed innovative intersections benefit bicycles and pedestrians due to reducing signal phases. A reduction of signal phases allows for the possibility of median refuge islands and shortens the distance bicycles and pedestrians must traverse through the intersection.

## 2.1.3 Alternatives Addressing Transit and Transportation Demand Management (TDM) Access

The Michael Baker team identified alternatives to improve access to existing TDM services ranging from high-level programmatic recommendations to targeted improvements at Route 199 and John Tyler Highway. The transit and TDM improvements included the following:

- Study the potential for increased frequency along high-demand WATA routes throughout the city
- Promote Traffix commuter assistance programs to residents and employers
- Install crosswalk infrastructure at the intersection of Route 199 and John Tyler Highway

The Phase 2 transit and TDM project benefit analysis is included in **Appendix E**.

## 2.1.4 Phase 1 Alternatives Summary

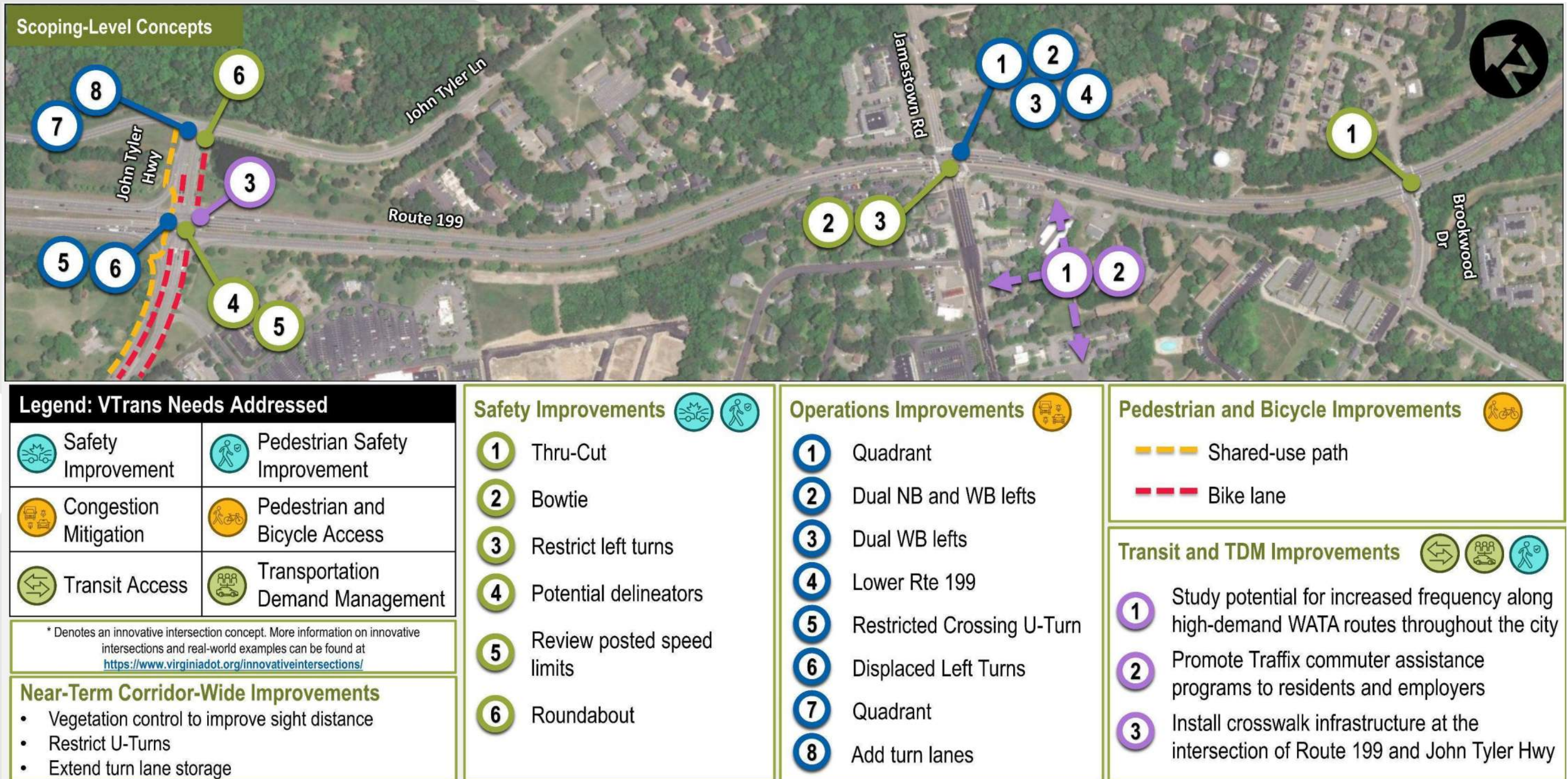
**Table 12** includes a refined list of the alternatives considered in Phase 1 and the associated needs addressed. **Figure 24** shows the preliminary alternatives graphically categorized by the needs addressed by the alternative. The study team discussed further details of the Phase 1 improvement alternatives during the Preliminary Alternatives and Phase 2 Scoping meeting held with the SWG on October 20, 2021.

Table 12: Phase 1 Alternatives and Anticipated Needs Addressed

Intersection	Improvement	Safety Need	Congestion Need	Pedestrian Need	Bike Need	Transit/TDM Need
Route 199 and Brookwood Drive	Thru-Cut	●	●		○	
Route 199 and Jamestown Road	Quadrant	●	●	●	●	○
	Dual NB and WB Lefts	○	●	○	○	○
	Lower Route 199	●	●	○	○	○
	Bowtie	●	●	●	●	○
	Restrict Left Turns	●	●	●	●	○
Route 199 and John Tyler Highway	Potential Delineators for Channelized Rights	●	○	○	○	
	Review Posted Speed Limits	●	○	○	○	
	RCUT	●	●	●	●	
	Partial Displaced Left Turns	●	●	●	●	
John Tyler Highway and John Tyler Lane/ Strawberry Plains Road	Roundabout	●	●	●	●	
	Quadrant	●	○	○	●	
	Add Turn Lanes	○	●	○	○	

Legend | ● Need exists and is addressed      ○ Need exists and is not addressed      If no circle is present, need is not present

Figure 24: Phase 1 Scoping-Level Improvement Alternatives



## 2.2 Phase 2 Alternatives Analysis and Refinement

The study team conducted a screening-level traffic operations analysis using Synchro 10 on a series of intersection improvement alternatives. A meeting with VDOT Right-of-Way (ROW) and Location and Design (L&D) was held on February 9, 2022 to discuss the alternatives. Additional results for each alternative were presented during a concept-screening meeting with the SWG on February 11, 2022. During the meeting, the study team discussed each alternative based on impacts to safety, traffic operations, cost, and right-of-way impacts. Both presentations, along with the detailed concept benefits, are included in **Appendix E**.

### 2.2.1 Intersection Alternative Analysis

The following sections present the details for each alternative analyzed.

#### Brookwood Drive Alternative 1A: Thru-Cut

The Thru-Cut alternative will reroute through movements on Brookwood Drive to unsignalized U-turn locations to the east and west of the main intersection. Left turns from Brookwood Drive and Route 199 will remain permitted. **Figure 25** presents a conceptual sketch of the alternative.

**Figure 25: Phase 2 Alternative – Brookwood Drive Thru-Cut**



#### Brookwood Drive Alternative 1B: Thru-Cut + No Route 199 Lefts

This alternative will reroute through movements on Brookwood Drive as well as left turn movements on Route 199 to signalized U-turn locations to the east and west of the main intersection. Left turns from Brookwood Drive will remain permitted. **Figure 26** presents a conceptual sketch of the alternative.

**Figure 26: Phase 2 Alternative – Brookwood Drive Thru-Cut + No Route 199 Lefts**



### Jamestown Road Alternative 2A: Quadrant with Jamestown Road Signal

The quadrant will reroute all left turn movements at Route 199 and Jamestown Road to adjacent intersections via a connector roadway. The connector roadway will tie into Route 199 and Jamestown Road with two signalized intersections. Jamestown Road will include sidewalks for pedestrians and fourteen-foot lane widths to accommodate cyclists. **Figure 27** presents a conceptual sketch of the alternative. For more information on how quadrant intersections operate, visit [VDOT's Innovative Intersection website](#).

Figure 27: Phase 2 Alternative – Jamestown Road Quadrant with Signal



### Jamestown Road Alternative 2B: Quadrant with Roundabout at Jamestown Road/Woodmere Drive

The quadrant will reroute all left turn movements at Route 199 and Jamestown Road to adjacent intersections via a connector roadway. The connector roadway will tie into Route 199 via a signalized intersection and Jamestown Road via a roundabout. Jamestown Road will include sidewalks for pedestrians and fourteen-foot lane widths to accommodate cyclists. **Figure 28** presents a conceptual sketch of the alternative.

Figure 28: Phase 2 Alternative – Jamestown Road Quadrant with Roundabout



### Jamestown Road Alternative 3A: Full Bowtie

This concept will reroute all left turn movements at the intersection of Route 199 and Jamestown Road to roundabouts along Jamestown Road. Jamestown Road will include sidewalks for pedestrians and fourteen-foot lane widths to accommodate cyclists. **Figure 29** presents a conceptual sketch of the alternative. There is potential to refine this alternative by shifting the southern roundabout to Old Colony Lane. For more information on how bowtie intersections operate, visit [VDOT's Innovative Intersection website](#).

Figure 29: Phase 2 Alternative – Jamestown Road Full Bowtie



### Jamestown Road Alternative 3B: Partial Bowtie

The partial bowtie concept will reroute left turn movements from Jamestown Road to roundabouts along Jamestown Road. Left turns from Route 199 will remain permitted. Jamestown Road will include sidewalks for pedestrians and fourteen-foot lane widths to accommodate bikes. **Figure 30** presents a conceptual sketch of the alternative. There is potential to refine this alternative by shifting the southern roundabout to Old Colony Lane.

Figure 30: Phase 2 Alternative – Jamestown Road Partial Bowtie



### John Tyler Highway/John Tyler Lane Alternative 4A: Partial Displaced Lefts + Signal at John Tyler Lane/Strawberry Plains Road

This concept will allow left turns and through movements on Route 199 to occur simultaneously by displacing the left turn movements. Two additional signals will be constructed along Route 199 to accommodate the left turn movements. Left turns from John Tyler Highway will still be permitted. A shared-use path will be constructed along John Tyler Highway and connect Strawberry Plains Road to the existing sidewalk on John Tyler Highway at Ferncliff Drive. A signalized intersection will be constructed at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road. This signal will be coordinated with the intersection at Route 199 to prevent queues from spilling back into either intersection. **Figure 31** presents a conceptual sketch for the alternative.

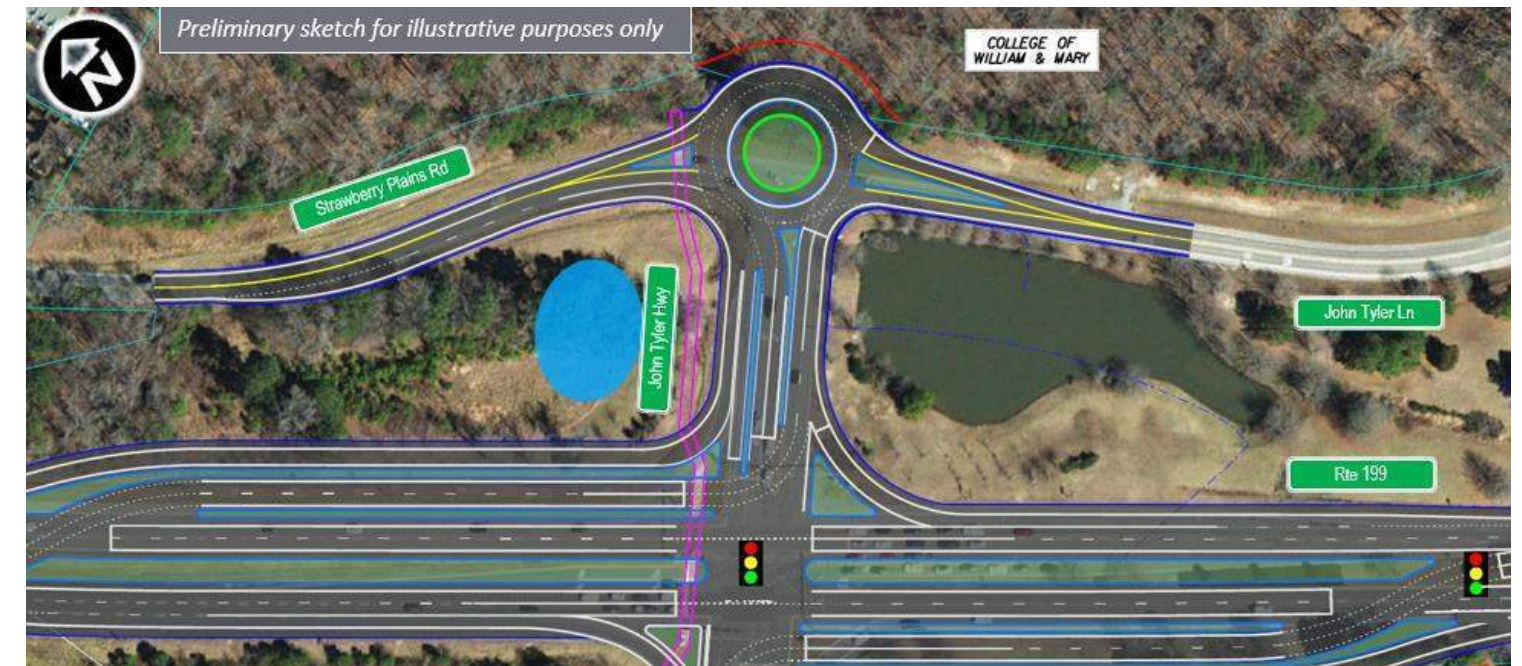
**Figure 31: Phase 2 Alternative – John Tyler Highway/John Tyler Lane Partial Displaced Lefts + Signal**



### John Tyler Highway/John Tyler Lane Alternative 4B: Partial Displaced Lefts + Roundabout at John Tyler Lane/Strawberry Plains Road

This concept will allow left turns and through movements on Route 199 to occur simultaneously by displacing the left turn movements. Two additional signals will be constructed along Route 199 to accommodate the left turn movements. Left turns from John Tyler Highway will still be permitted. A shared-use path will be constructed along John Tyler Highway and connect Strawberry Plains Road to the existing sidewalk on John Tyler Highway at Ferncliff Drive. A roundabout will be constructed at the intersection of John Tyler Highway and John Tyler Lane/Strawberry Plains Road. **Figure 32** presents a conceptual sketch for the alternative.

**Figure 32: Phase 2 Alternative – John Tyler Highway/John Tyler Lane Partial Displaced Lefts + Roundabout**



## Anticipated Crash Reduction for Alternatives

The study team reviewed crash modification factors (CMFs) to determine the potential safety benefits for each alternative. CMFs were selected from the approved list of CMFs applied during the VDOT SMART SCALE safety scoring process. The CMF resulting in the highest anticipated crash reduction was applied to fatal and injury crashes within the influence area of each intersection, as shown in **Table 13: CMF and Crash Reduction Summary**.

**Table 13: CMF and Crash Reduction Summary**

Intersection	Alternative	F+I CMF	5-Year Crash Reduction (F+I)
Brookwood Drive	Thru-Cut	0.91*	1.17
	Thru-Cut + Restrict Lefts on Route 199	0.91*	1.17
Jamestown Road	Quadrant	0.70*	12.30
	Full Bowtie	0.70*	12.30
	Partial Bowtie	0.91*	3.69
John Tyler Highway	Partial Displaced Lefts	0.80*	10.20
John Tyler Lane/ Strawberry Plains Road	Signal	0.65	1.40
	Roundabout	0.20	3.20

\* No CMF for the improvement exists. CMF values developed based on SMART SCALE safety methodology

## 2.2.2 Phase 2 Alternative Screening Summary

The primary goal of the Phase 2 alternatives development effort was to prepare a refined set of alternatives to present to the public and solicit feedback. The study team compared each alternative across several metrics including traffic operations, safety, pedestrian and bicycle access, and cost to determine the refined list of concepts to present to the public, as shown in **Table 14**. Systemic improvements such as vegetation control, signal ahead warning signs, and signal coordination were not presented to the public as there were not multiple alternatives for comparison for these improvements.



Table 14: Phase 2 Alternative Screening Summary

Intersection	Alternative	Synchro Operations (Δ in delay from No-Build)		Safety	Ped/Bike Access	Preliminary Construction Cost Estimate	Advance to Public Engagement
Brookwood Drive	Alternative 1A: Thru-Cut	<u>EB Route 199 Approach</u> AM: -28.8s delay PM: -4.8s delay	<u>WB Route 199 Approach</u> AM: +0.6s delay PM: -22.1s delay	+	0	\$2.5M to \$5.0M	Yes
	Alternative 1B: Thru-Cut + Restrict Lefts on Route 199	<u>EB Route 199 Approach</u> AM: -37.8s delay PM: -0.9s delay	<u>WB Route 199 Approach</u> AM: -6.0s delay PM: 13.1s delay	+	0	\$2.5M to \$5.0M	Yes
Jamestown Road	Alternative 2A: Quadrant with Jamestown Road Signal	<u>EB Route 199 Approach</u> AM: -111.3s delay PM: +35.6s delay	<u>WB Route 199 Approach</u> AM: -20.2s delay PM: +29.5s delay	+	+	\$10M to \$20M	Yes
	Alternative 2B: Quadrant with Jamestown Road Roundabout	<u>EB Route 199 Approach</u> AM: -54.9s delay PM: +10.6s delay	<u>WB Route 199 Approach</u> AM: -16.6s delay PM: +2.8s delay	+	+	\$10M to \$20M	Yes
	Alternative 3A: Full Bowtie	<u>EB Route 199 Approach</u> AM: -111.2s delay PM: -53.6s delay	<u>WB Route 199 Approach</u> AM: -8.8s delay PM: -20.7s delay	+	+	\$6.5M to \$13.0M	Yes
	Alternative 3B: Partial Bowtie	<u>EB Route 199 Approach</u> AM: -104.4s delay PM: -26.4s delay	<u>WB Route 199 Approach</u> AM: -37.3s delay PM: -11.4s delay	+	+	\$6.5M to \$13.0M	Yes
John Tyler Highway	Alternative 4: Partial Displaced Lefts	<u>EB Route 199 Approach</u> AM: -28.9s delay PM: -22.0s delay	<u>WB Route 199 Approach</u> AM: -54.4s delay PM: -27.6s delay	+	+	\$11M to \$22M	Yes
John Tyler Lane/ Strawberry Plains Road	Alternative 4A: Signal at John Tyler Lane/Strawberry Plains Road	<u>EB Strawberry Plains Road Approach:</u> AM: -718.5s delay PM: -156.0s delay	<u>WB John Tyer Lane Approach:</u> No-Build volume exceeds capacity – no delay provided	+	+		Yes
	Alternative 4B: Roundabout at John Tyler Lane/Strawberry Plains Road	<u>EB Strawberry Plains Road Approach:</u> AM: -735.5s delay PM: -164.6s delay	<u>WB John Tyer Lane Approach:</u> No-Build volume exceeds capacity – no delay provided	+	+		Yes

Legend for Table 14

Rating	Ped/Bike Access: Alternative Bike/Ped Accommodations Compared to No-Build	Safety: Anticipated Safety Impact Compared to No-Build
-	Negative Impact	Anticipated Reduction to Safety
0	Neutral Impact	No Benefit/Reduction Anticipated
+	Positive Impact	Anticipated Safety Benefit

# 3 Public & Stakeholder Outreach & Feedback

The Project Pipeline process involved targeted outreach and stakeholder input for the alternative concepts in the study area. The study team developed concept sketches, prepared presentation materials, and created a public survey to meet the public engagement needs for this study.

## 3.1 Stakeholder Coordination

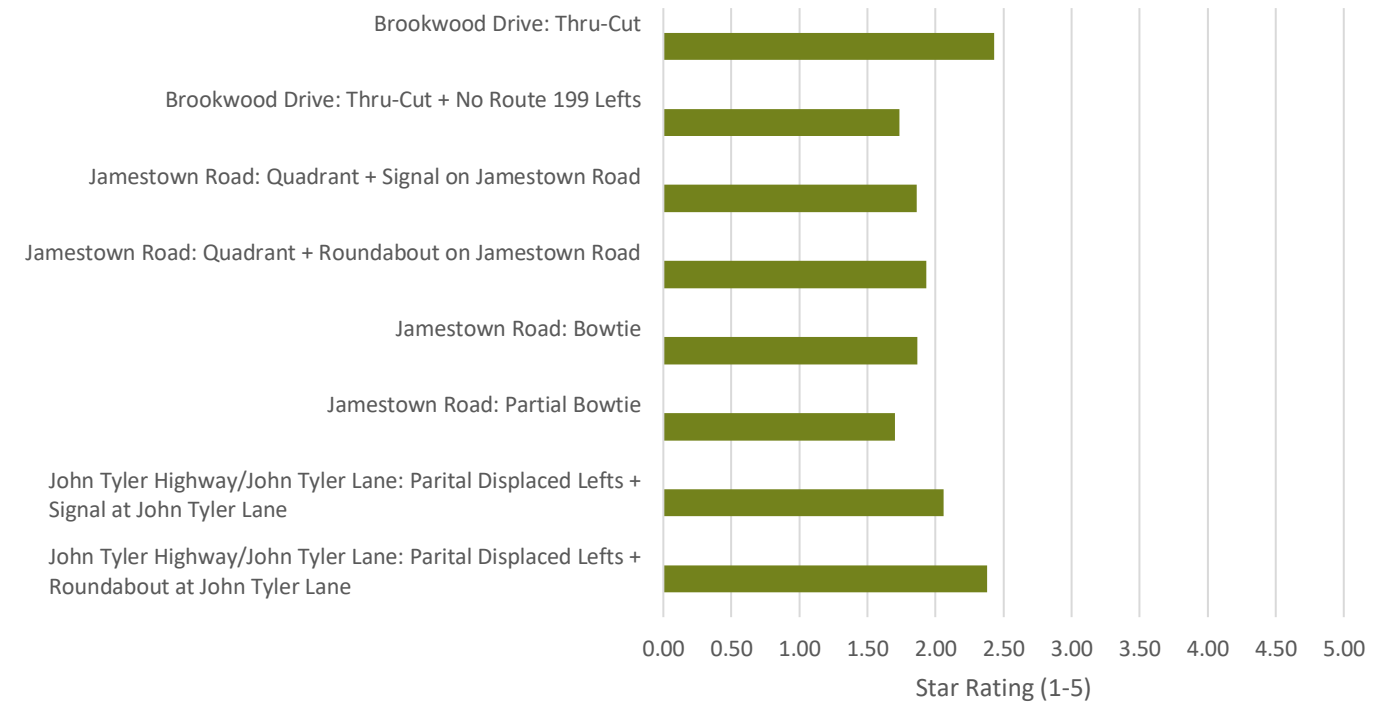
Stakeholder engagement is a key part in making the recommendations of the study successful from more than a traffic operations standpoint. The stakeholders provide regional and local knowledge about the study area and help guide the study direction. The project stakeholders identified in **Chapter 1.3** were involved in all steps of the Project Pipeline process and assisted in making decisions regarding which concepts to move forward to public engagement.

## 3.2 Public Involvement

### 3.2.1 Spring 2022

A MetroQuest survey was available from March 4 to March 26, 2022, to collect feedback on potential improvements and innovative intersection concepts within the study corridor. The survey provided the study team, the City of Williamsburg, James City County, and VDOT with an understanding of how the public viewed each concept before selecting a preferred option. 97% of respondents indicated that they normally travel through the study area by personal vehicle. **Figure 33** summarizes the average ranking for each concept presented at Brookwood Drive, Jamestown Road, and John Tyler Highway/John Tyler Lane. A rating of 5.0 represents a strongly favored concept and a rating of 1.0 represents a strongly unfavorable concept. The Brookwood Thru-Cut and the John Tyler Highway/John Tyler Lane Partial Displaced Lefts with a Roundabout received the highest ratings. A summary of the MetroQuest survey is shown in **Appendix F**. Reoccurring themes in comments and feedback about the survey suggested that the proposed improvements were not clearly articulated and/or interpreted by the public. The full SWG supported an additional, more targeted in-person public outreach effort in the study area.

**Figure 33: Public Engagement – Average Rating of Alternatives**



Following the spring 2022 outreach survey, the study team presented to the local governing bodies to provide an update on the study and an overview of existing conditions and forecasted no-build conditions. The study team presented to the Williamsburg City Council on April 11, 2022 and James City County Board of Supervisors on April 26, 2022. Both governing bodies supported a more targeted in-person outreach effort to reaffirm the needs and challenges in the study corridor and seek input on improvement concepts.

### 3.2.2 Fall 2022

In fall 2022, the study team facilitated a round of briefings with local elected officials and in-person community meetings to provide an overview of the existing conditions and forecasted no-build conditions in the study area and walk through each proposed alternative and associated benefits.

A 10-minute narrated presentation was posted to the project website and the [VDOT YouTube](#) channel for the public to review. The goal of the video presentation was to present study findings and obtain public input on the recommended preferred alternative. The presentation included the following:

- Overview of project and goal of study
- Existing traffic operational and safety challenges in the study area
- Approach to analyzing future conditions
- Improvement alternatives and associated benefits

Four public meetings were held in fall 2022:

- Two (2) Community Meetings in City of Williamsburg at the Stryker Center
  - Wednesday, September 14 at 12PM (approximately 35 attendees)
  - Wednesday, September 14 at 5PM (approximately 20 attendees)
- One (1) Public Open House Meeting in James City County at Laurel Lane Elementary School
  - Monday, September 19 at 5PM (85 attendees)
- One (1) Public Open House Meeting in the Williamsburg Community Building
  - Tuesday, September 20 at 11AM (33 attendees)

All improvement alternatives from Phase 2 were presented at the public meetings:

- **Route 199 at Brookwood Drive**
  - Alternative 1A: Thru-Cut
  - Alternative 1B: Thru-Cut + No Route 199 Lefts
- **Route 199 at Jamestown Road**
  - Alternative 2A: Quadrant with Signal
  - Alternative 2B: Quadrant with Roundabout
  - Alternative 3A: Full Bowtie
  - Alternative 3B: Partial Bowtie
- **Route 199 at John Tyler Highway/John Tyler Lane**
  - Alternative 4A: Partial Displaced Left Turns + Signal at John Tyler Lane
  - Alternative 4B: Partial Displaced Left Turns + Roundabout at John Tyler Lane

At each meeting, the study team presented an overview of the study and showed the narrated video. Team members were available at project boards to discuss existing conditions, describe proposed improvements and associated benefits, and gather feedback from community members. Copies of meeting materials presented at the public meetings are shown in **Appendix F**. 28 written comments and 18 emails were received. **Figure 34** shows photos from fall 2022 in-person public meetings.

A summary of the feedback captured during the fall 2022 engagement is summarized in **Appendix F**. The provided public input was used to inform the refined concepts outlined in **Chapter 4**.

**Figure 34: Fall 2022 Public Meetings**



## 4 Refined Concepts

Following the fall 2022 public involvement meetings, the study team met with the SWG to review public feedback and assess potential updates to the improvement concepts. Recommended changes included modification to roundabout alignments, additional signage to help motorists better navigate innovative intersections, and additional enhancements to infrastructure to accommodate non-motorist users. In addition to recommended additions and/or changes, the study team also identified factors that may be considered in a future analysis phase and project development.

Improvement concepts with recommended updates and additional factors for consideration are provided on the following pages:

- **Figure 35** shows the refined concept for Route 199 and Brookwood Drive intersection
- **Figure 36** shows the refined concept for Route 199 and Jamestown Road intersection
- **Figure 37** shows the refined concept for Route 199 and John Tyler Highway/John Tyler Lane

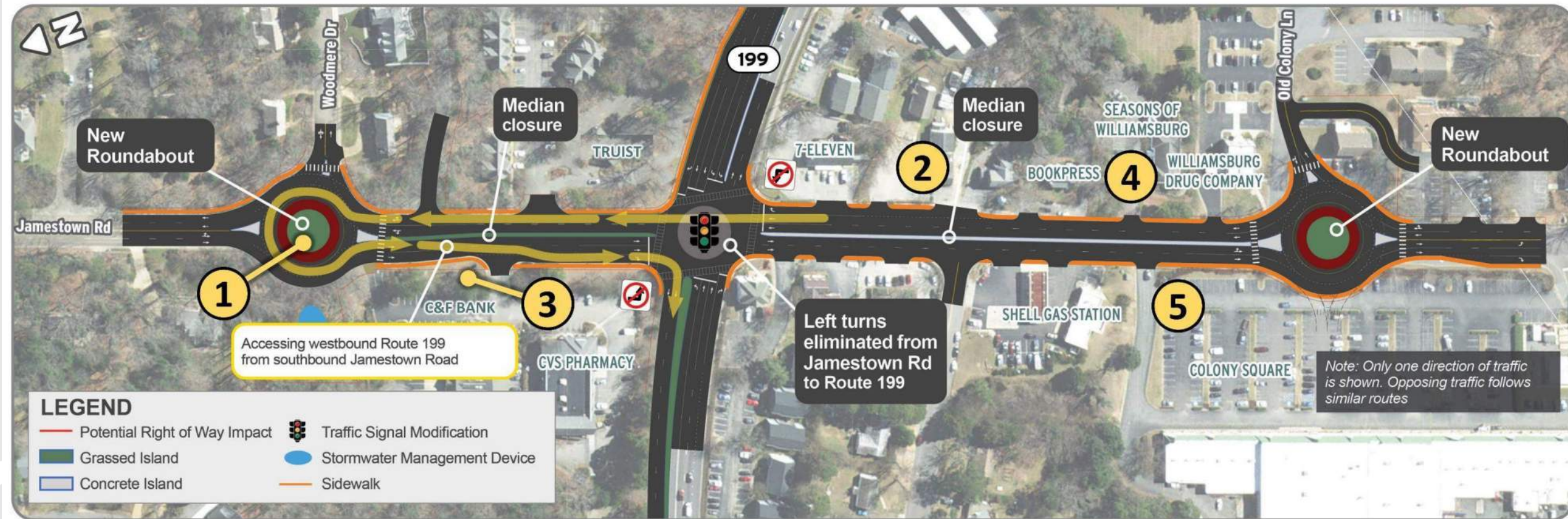
The Synchro and SimTraffic analysis performed for this study did not follow VDOT's typical review process; specifically, VDOT did not review Synchro or SimTraffic analysis files beyond the existing condition. Based on feedback from the spring 2022 MetroQuest survey, the SWG decided that the proposed improvements were not clearly articulated and/or interpreted by the public. This led to additional in-person public outreach in fall 2022, which is outlined in **Chapter 3**. The SWG agreed to consider moving forward with a more detailed analysis after the extended fall 2022 public outreach efforts. As such, the traffic analysis results presented in this report are preliminary and will need to be revisited with a more detailed analysis if the recommended concepts are advanced forward with support from the local jurisdictions.

Figure 35: Refined Concept – Brookwood Drive Thru-Cut



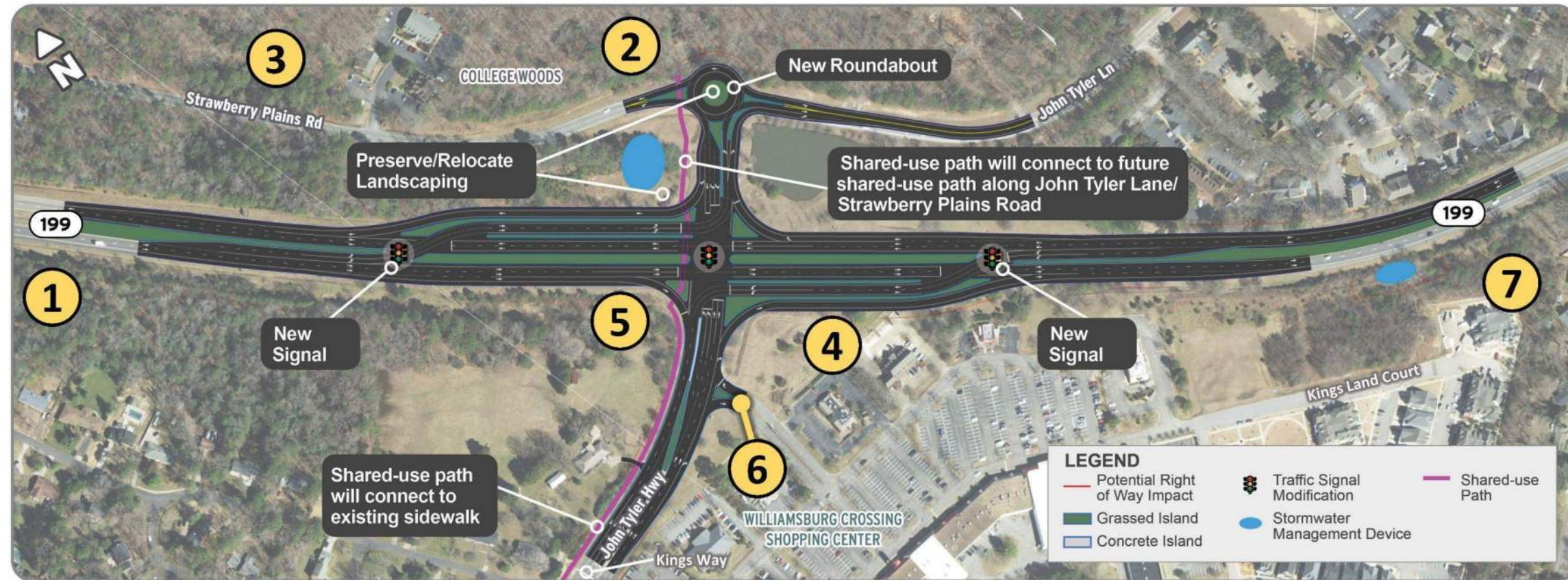
#	Recommended Updates to Concept	Considerations for Implementation
1	<ul style="list-style-type: none"> <li>Add flashing signs east of Brookwood Drive on westbound Route 199 to alert drivers of downstream congestion</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to VDOT guidance for sign installation</li> </ul>
2	<ul style="list-style-type: none"> <li>Consider removal of U-turn locations on Route 199</li> </ul>	<ul style="list-style-type: none"> <li>Reduced right-of-way impacts at La Petite Academy</li> <li>Increase signing to convey alternative routes in-lieu of Brookwood Drive through movement rerouting</li> </ul>
3	<ul style="list-style-type: none"> <li>Explore bicycle connectivity from Holly Hills Carriage Homes to Jamestown Road via Woodmere Drive</li> </ul>	<ul style="list-style-type: none"> <li>Potential right-of-way and utility easements required</li> </ul>
4	<ul style="list-style-type: none"> <li>Clear vegetation along westbound Route 199 to improve sight distance</li> </ul>	<ul style="list-style-type: none"> <li>Tree clearing effort completed by VDOT, Fall 2022</li> </ul>
5	<ul style="list-style-type: none"> <li>Maintain existing connection from Lake Powell Road to Jamestown Road for non-motorized users</li> </ul>	

Figure 36: Refined Concept – Jamestown Road Partial Bowtie



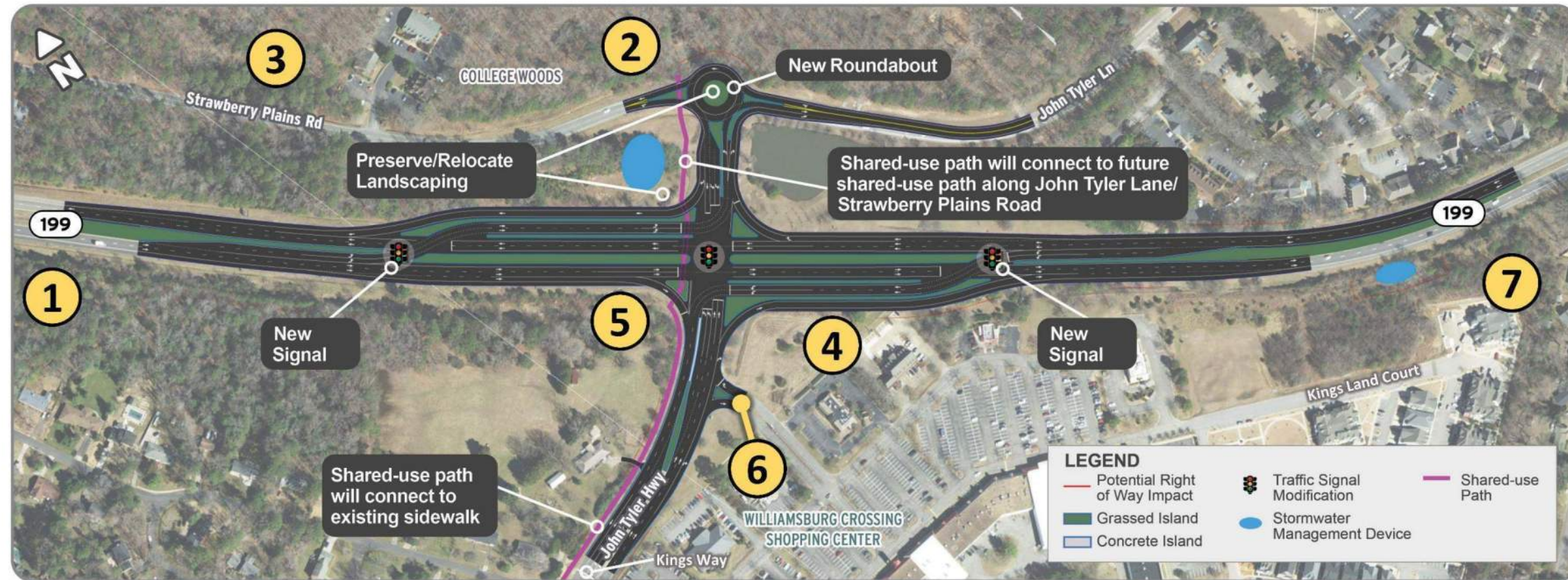
#	Recommended Updates to Concept	Additional Considerations
①	<ul style="list-style-type: none"> <li>Evaluate shifting northern roundabout at Woodmere Drive to the west to reduce impacts to local properties</li> <li>Consider connecting C&amp;F Bank and CVS development to northern roundabout at Woodmere Drive via a fourth connector leg</li> </ul>	<ul style="list-style-type: none"> <li>Anticipate increased right-of-way and environmental impacts</li> </ul>
②	<ul style="list-style-type: none"> <li>Consider short-term improvements to address access management along Jamestown Road</li> </ul>	<ul style="list-style-type: none"> <li>Additional right-of-way impacts and costs</li> </ul>
③	<ul style="list-style-type: none"> <li>Provide transit shelter on the west side of Jamestown Road</li> </ul>	<ul style="list-style-type: none"> <li>Additional right-of-way impacts and costs</li> </ul>
④	<ul style="list-style-type: none"> <li>Commit to providing lane widths on Jamestown Road for shared bike use</li> <li>Commit to improving pedestrian sidewalks along Jamestown Road through reconstruction</li> <li>Commit to enhanced aesthetics and streetscaping along Jamestown Road corridor</li> </ul>	<ul style="list-style-type: none"> <li>Additional review needed for right-of-way and utility impacts to the Truist property related to proposed dual left widening and sidewalk improvements along Route 199</li> <li>Impacts to parking and/or lot reconfiguration required at Truist</li> </ul>
⑤	<ul style="list-style-type: none"> <li>Consolidate and update signage to help motorists navigate through roundabouts to local destinations</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to VDOT guidance for sign installation</li> </ul>

Figure 37: Refined Concept – John Tyler Highway/John Tyler Lane Partial Displaced Lefts + Roundabout (1 of 2)



#	Recommended Updates to Concept	Additional Considerations
1	<ul style="list-style-type: none"> <li>Add flashing signs west of John Tyler Highway on eastbound Route 199 to slow traffic approaching the reduced 45 mph speed zone between John Tyler Highway and Brookwood Drive</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to VDOT guidance for sign installation</li> </ul>
2	<ul style="list-style-type: none"> <li>Explore oval-shaped roundabout to reduce impacts to College Woods</li> <li>Consider direct connection ramp from eastbound Strawberry Plains Road to westbound Route 199</li> <li>Include lighting at new roundabout</li> </ul>	<ul style="list-style-type: none"> <li>Conduct further survey of College Woods, as elevation change is known to be extreme to the north of John Tyler Highway/Strawberry Plains Road</li> <li>Plan for right-of-way acquisition and coordination with Virginia Legislature</li> <li>Commitment to Green Spring Garden Club to avoid or replace their current landscaping investments at the John Tyler Highway intersection. Present proposed relocations within future concept refinements.</li> </ul>
3	<ul style="list-style-type: none"> <li>Add additional signage on Strawberry Plains Road to slow vehicles down prior to intersection</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate speeds on Strawberry Plains Road approaching proposing roundabout for additional traffic calming</li> </ul>

Figure 38: Refined Concept – John Tyler Highway/John Tyler Lane Partial Displaced Lefts + Roundabout (2 of 2)



#	Recommended Updates to Concept	Additional Considerations
4	<ul style="list-style-type: none"> <li>Consolidate signage to help motorist navigate to local destinations</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to VDOT guidance for sign installation</li> </ul>
5	<ul style="list-style-type: none"> <li>Confirm proposed storage lane lengths along Route 199 with new displaced left intersection</li> <li>Evaluate traffic operations between the displaced left intersection and roundabout</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a single network analysis of preferred concepts to evaluate operations across full study area</li> </ul>
6	<ul style="list-style-type: none"> <li>Provide access management control to reroute traffic from Williamsburg Crossing Shopping Center to westbound Route 199 via Kings Way</li> </ul>	<ul style="list-style-type: none"> <li>Add signs to convey alternative route</li> </ul>
7	<ul style="list-style-type: none"> <li>Revisit bicycle/pedestrian connectivity between the rear of Williamsburg Crossing Shopping Center and Jamestown Road via Kings Land Court</li> </ul>	<ul style="list-style-type: none"> <li>Anticipate added residential and commercial right-of-way impacts</li> </ul>



## 5 Next Steps

This section outlines the next steps to advance the refined recommended improvements if it is determined that the improvements are desirable to local residents.

### 5.1 Network Operational Analysis

The study team will evaluate intersection improvements as one single comprehensive network. The analysis will account for interactions between the three intersection areas and include Woodmere Drive and Old Colony Lane intersections on Jamestown Road.

### 5.2 Project Risks

The study team will facilitate a risk assessment workshop with VDOT and other identified project stakeholders to evaluate the preferred alternatives and associated planning level estimates for the three intersection improvements. The workshop will serve to identify potential project risks, discuss mitigation strategies, and determine risk items which need additional contingencies.

The study team will develop an initial planning-level project risk register identifying potential major high impact project risk elements following guidance provided in the VDOT Cost Estimating Manual (Chapter 5) and PM-103B Matrix. This initial risk register, project alternatives, and estimates will be provided to the workshop team for their review prior to the meeting.

Upon completion of the workshop, the study team will prepare the project's risk plan based on feedback and decisions made during this meeting. The risk plan matrix will identify project risks, outline the assessment of each risk item, and provide mitigation strategies recommended by the workshop team for implementation. Estimate contingencies will be outlined within this risk plan for team identified high-risk items and will be added to the project's planning level estimate within VDOT's Cost Estimating Work Booklet (CEWB).

### 5.3 Preferred Alternative Development

In coordination with VDOT District staff, the study team will refine the intersection improvement concepts during the study phase of project development. Concept refinements will include adjustments based on a more in-depth traffic operational analysis, comments received during VDOT's fall 2022 public involvement meetings, and District staff and project stakeholder comments received during the risk assessment. At the beginning of this study phase, the study team will conduct field inspections at the three intersection sites with VDOT staff, including representatives from the L&D, Hydraulics, Utilities, and Right of Way Departments, to review the current concepts and discuss and solicit additional staff feedback to the proposed improvements. The concept exhibits will be updated, and a Basis of Design Memorandum will be prepared in coordination with VDOT's L&D Department to

document the project's design criteria, design approach, and any potential design exceptions and/or waivers anticipated at this early planning level development of the project.

### 5.4 Planning-Level Cost Estimates and Schedule

The study team will prepare a planning-level project estimate based on the refined concepts at each of the three intersections along Route 199. In addition to the construction costs, the estimate will include forecasted costs for Preliminary Engineering Services (PE) to include VDOT and consultant costs, PE and construction cost for environmental permitting and stormwater credits, and construction engineering inspection (CEI). The project estimate will include the addition of contingency factors discussed and identified in the risk assessment workshop and plan.

VDOT's Regional Right of Way and Utility staff will be responsible for providing right-of-way and utility cost estimates for the project. The study team will provide right-of-way and easements impacts and forecasted utility conflicts to VDOT to aid in development of their cost estimates.

A project schedule will be developed for the three intersection improvements including projected timeframes for the preliminary engineering, right-of-way acquisition and utility relocation, and construction phases based on engineering knowledge, prior experience, and stakeholder feedback.

### 5.5 Possible Funding Sources

The following funding sources may be considered to advance any future recommendations:

- **SMART SCALE** – A state program that allocates funding to transportation projects based on congestion mitigation, economic development, accessibility, safety, environmental quality, and land use
- **Highway Safety Improvement Program (HSIP)** - A federal program that provides funding for improvements that correct or improve safety on a section of roadway or at an intersection that experience high crash incidents
- **Revenue Sharing** – A state program that provides a dollar-for-dollar state match to local funds for construction, reconstruction, improvement, and/or maintenance transportation projects
- **Community Development Block Grants (CDBG)** – A federal program that provides funding opportunities for transportation projects that aim to develop viable urban communities by providing a suitable living environment and expanding economic activities, principally for persons of low- and moderate-income.
- **Congestion Mitigation and Air Quality (CMAQ)** – A federal program that allocates funding to surface transportation projects that improve air quality by reducing congestion.
- **Transportation Alternatives (TA)** – A federal program that provides funding opportunities for pedestrian and bicycle facilities and requires a 20% match of local funds.

**ITEM SUMMARY**

**DATE:** 4/25/2023

**TO:** The Board of Supervisors

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

**SUBJECT:** Fiscal Year 2023 Supplement Appropriation - \$683,000

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	4/7/2023 - 2:23 PM
Publication Management	Pobiak, Amanda	Approved	4/7/2023 - 3:39 PM
Legal Review	Parman, Liz	Approved	4/10/2023 - 8:15 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 8:33 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2023 - 10:24 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 11:07 AM

## MEMORANDUM

DATE: April 25, 2023  
TO: The Board of Supervisors  
FROM: Sharon B. McCarthy, Director of Financial and Management Services  
SUBJECT: Fiscal Year 2023 Supplement Appropriation - \$683,000

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To balance James City County's Fiscal Year (FY) 2024 Proposed Budget, certain requests were not funded due to a lack of projected revenue next year. In addition, several needs have recently surfaced that were not part of the original budget process. These unfunded items include personnel, operating needs, and capital requests, totaling approximately \$40 million.

Of this total, the following requests totaling \$683,000 have been identified as higher priority, one-time, nonrecurring needs:

- Human Resources Salary Study - \$200,000
- Police Equipment Replacement - \$100,000
- Legacy Hall Audio/Visual Upgrades - \$80,000
- Stormwater Vehicle Replacements - \$58,000
- Courthouse X-Ray Machine - \$48,000
- Veterans Park Off-Leash Area Expansion - \$48,000
- Information Technology Equipment Replacement and Agenda System Setup Costs - \$46,000
- Warhill Sports Complex Turf Field Netting Replacement and Pitching Mounds - \$45,000
- Solar Farm Special Use Permit Guidance - \$45,000
- Fire Equipment and Equipment Replacement - \$13,000

Revenues from Other Local Taxes are currently trending above budget for FY 2023, and the anticipated excess will cover the cost of these nonrecurring requests. The attached resolution authorizes the use of the excess revenue and appropriates the budget for the estimated expenditures in the applicable departments.

Staff recommends adoption of the attached resolution.

SBM/ap  
FY23SuppAppn-mem

Attachment

**RESOLUTION**

**FISCAL YEAR 2023 SUPPLEMENT APPROPRIATION - \$683,000**

WHEREAS, certain departmental requests were not funded in the Fiscal Year (FY) 2024 Proposed Budget due to a lack of projected revenue next year; and

WHEREAS, several needs have recently surfaced that were not part of the original budget process; and

WHEREAS, those specific unfunded requests and new needs totaling \$683,000 have been identified as one-time, nonrecurring needs; and

WHEREAS, other local tax revenues are trending above budget for fiscal year 2023, and the anticipated excess revenues will cover the estimated cost of these nonrecurring items.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the use of the anticipated other local tax revenue excess for the use of these nonrecurring expenditures and appropriates the budget to be allocated to the applicable functional category as shown below.

General Fund - Funding Source:

Other Local Tax Revenue	<u>\$683,000</u>
-------------------------	------------------

General Fund - Funding Use:

Human Resources	\$200,000
Parks and Recreation	173,000
Police	100,000
General Services	58,000
Court Services	48,000
Information Resource Management	46,000
Community Development	45,000
Fire	<u>13,000</u>
Total Funding Uses	<u>\$683,000</u>

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
MCGLENNON  
LARSON  
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 25th day of April, 2023.

**ITEM SUMMARY**

**DATE:** 4/25/2023

**TO:** The Board of Supervisors

**FROM:** Mark Abbott, Capital Projects Coordinator

**SUBJECT:** Contract Award - \$677,754 - James City County Recreation Center Renovations Project

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Abbott, Mark	Approved	4/7/2023 - 2:02 PM
General Services	Boone, Grace	Approved	4/7/2023 - 2:53 PM
Publication Management	Pobiak, Amanda	Approved	4/7/2023 - 3:42 PM
Legal Review	Parman, Liz	Approved	4/10/2023 - 8:14 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 8:33 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2023 - 10:22 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 11:08 AM

**MEMORANDUM**

DATE: April 25, 2023  
TO: The Board of Supervisors  
FROM: Mark Abbott, Capital Projects Coordinator  
SUBJECT: Contract Award - \$677,754 - James City County Recreation Center Renovations Project

---

The James City County Recreation Center Renovations Project, located at 5301 Longhill Road, will renovate the Catering Kitchen, Locker Room floors, Lobby flooring outside of the meeting rooms, and several door replacements throughout the building. This project will be funded through Capital Improvements Program (CIP) budgets approved in Fiscal Year (FY) 2022 and FY 2023.

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

<u>Firm</u>	<u>Amount</u>
Virtexco Corporation	\$677,754
Allcon Contracting Corporation	\$775,061
Henderson Inc.	\$785,935
Heartland Construction, Inc.	\$906,000

Virtexco Corporation was determined to be the lowest qualified, responsive, and responsible bidder. This project is part of the approved CIP budget.

Staff recommends approval of the attached resolution authorizing the contract award to Virtexco Corporation.

MA/ap  
CA-RecCtrReno-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - \$677,754 - JAMES CITY COUNTY**

**RECREATION CENTER RENOVATIONS PROJECT**

WHEREAS, the James City County General Services Division received competitive bids for the James City County Recreation Center Renovations Project; and

WHEREAS, five bids were considered for award and Virtexco Corporation, was the lowest qualified, responsive, and responsible bidder; and

WHEREAS, previously authorized Capital Improvements Program budget 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 \$677,754 to Virtexco Corporation, for the James City County Recreation Center Renovations Project.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of April, 2023.

CA-RecCtrReno-res

**ITEM SUMMARY**

**DATE:** 4/25/2023

**TO:** The Board of Supervisors

**FROM:** Toni Small, Director of Stormwater and Resource Protection

**SUBJECT:** Memorandum of Agreement for Participation in the Hampton Roads Regional Stormwater Management Program

---

**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Memorandum of Agreement	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Stormwater	Small, Toni	Approved	4/6/2023 - 9:34 PM
General Services	Boone, Grace	Approved	4/7/2023 - 2:53 PM
Publication Management	Pobiak, Amanda	Approved	4/7/2023 - 3:46 PM
Legal Review	Parman, Liz	Approved	4/10/2023 - 8:13 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 8:35 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2023 - 10:25 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 11:08 AM



## MEMORANDUM

DATE: April 25, 2023

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection Division

SUBJECT: Memorandum of Agreement for Participation in the Hampton Roads Regional Stormwater Management Program

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Since 2003, James City County and 17 other localities have worked with the Hampton Roads Planning District Commission (HRPDC) to establish a regional stormwater management program. The formation of this program has assisted localities in complying with Virginia Stormwater Management Program Municipal Separate Storm Sewer permits. It has also saved the participating jurisdictions money by minimizing duplication of effort and allowing for increased information sharing. The resulting standardization has also helped with acceptance of the County's program by the Commonwealth of Virginia.

To formalize the regional stormwater management program, a Memorandum of Agreement (MOA) needs to be renewed between the HRPDC and the participating localities. The MOA documents the rationale for the regional program, outlines the responsibilities of the HRPDC and participating local governments, and establishes the funding mechanism for the program.

Program costs are allocated on a pro-rata basis in which annual costs are based on population. For Fiscal Year 2024, James City County's share is \$21,864, and is included in the annual allocation to the HRPDC.

Staff recommends approval of the attached resolution that authorizes the County Administrator to sign the Regional Stormwater Management MOA.

TES/ap  
MOA-HRRSMP-mem

## RESOLUTION

### MEMORANDUM OF AGREEMENT FOR PARTICIPATION IN

#### THE HAMPTON ROADS REGIONAL STORMWATER MANAGEMENT PROGRAM

WHEREAS, the Hampton Roads Planning District Commission (HRPDC) has been requested and has undertaken various studies to support local government stormwater management programs, including compliance with Virginia Stormwater Management Program Municipal Separate Storm Sewer (MS4) permits; and

WHEREAS, the signatory local governments have requested the HRPDC to administer and coordinate a regional stormwater management program; and

WHEREAS, pursuant to the Clean Water Act, the United States Environmental Protection Agency has promulgated implementing regulations, 40 Code of Federal Regulations Part 122, which established the National Pollutant Discharge Elimination System Permits for MS4 Discharges; and

WHEREAS, James City County is required by VAR040037 (MS4 permit) to conduct certain activities, including conducting public information and education programs, staff training and other activities; and

WHEREAS, the Chesapeake Bay Preservation Act and the Virginia Erosion and Sediment Control Law and implementing regulations also establish stormwater management requirements that govern James City County; and

WHEREAS, working in cooperation with other local governments has resulted in cost efficiencies, increased information sharing and program consistency that increases the acceptance of the County's program at the state level.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that James City County continues to support and participate in the Hampton Roads Regional Stormwater Management Program Memorandum of Agreement (MOA).

BE IT FURTHER RESOLVED that the Board of Supervisors authorizes the County Administrator to sign the Hampton Roads Regional Stormwater Management Program MOA.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

SADLER  
ICENHOUR  
MCGLENNON  
LARSON  
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 25th day of April, 2023.

MOA-HRRSMP-res

**MEMORANDUM OF AGREEMENT  
ESTABLISHING THE  
HAMPTON ROADS REGIONAL STORMWATER MANAGEMENT PROGRAM**

**WHEREAS**, Section 15.2-4200, *et seq.*, of the Code of Virginia enables local governments to establish Planning District Commissions; and

**WHEREAS**, the eighteen local governments that are signatories to this Agreement have acted, in accordance with Section 15.2-4200, *et seq.*, of the Code of Virginia, to establish the Hampton Roads Planning District Commission (HRPDC); and

**WHEREAS**, the HRPDC has been requested and has undertaken various studies to support local government stormwater management programs, including compliance with Virginia Stormwater Management Program (VSMP) Municipal Separate Storm Sewer System (MS4) Permits; and

**WHEREAS**, the signatory local governments have requested the HRPDC to administer and coordinate a regional stormwater management program; and

**WHEREAS**, pursuant to the Clean Water Act, the U.S. Environmental Protection Agency (EPA) has promulgated implementing regulations, 40 CFR Part 122, which established the National Pollutant Discharge Elimination System (NPDES) Permits for Municipal Separate Storm Sewer System (MS4) Discharges; and

**WHEREAS**, pursuant to the Virginia Stormwater Management Act, Section 62.1-44.15:24, *et seq.*, of the Code of Virginia, the Board of Soil and Water Conservation has promulgated implementing regulations 9VAC25-870, *et seq.*, which establish the requirements that localities obtain permits for their MS4 discharges; and

**WHEREAS**, the majority of the eighteen signatory local governments are required by their MS4 permits to conduct certain activities, including reporting on their discharges, conducting public information and education programs, and certain other activities; and

**WHEREAS**, the Water Quality Monitoring and Reporting Act and implementing regulations promulgated by the State Water Control Board establish requirements for the preparation of Total Maximum Daily Load (TMDL) Implementation Plans, which apply to activities conducted by localities in general as well as activities conducted in implementing MS4 permit requirements; and

**WHEREAS**, the Chesapeake Bay Preservation Act and the Virginia Erosion and Sediment Control Law and implementing regulations also establish stormwater management requirements that govern one or more of the eighteen signatory local governments; and

**WHEREAS**, sixteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on September 5, 2003 and that Agreement expired on December 31, 2007; and

WHEREAS, eighteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on March 6, 2008, and that Agreement expired on June 30, 2013; and

WHEREAS, eighteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on July 1, 2013, and that Agreement expired on June 30, 2018; and

WHEREAS, eighteen local governments and the HRPDC executed the Memorandum of Agreement Establishing the Hampton Roads Regional Stormwater Management Program on July 1, 2018, and that Agreement expires on June 30, 2023.

**NOW THEREFORE**, the signatory parties enter into the following Agreement.

This Agreement effective as of the first day of July 2023, among and between the eighteen local governments in Hampton Roads and the HRPDC, establishes and maintains the Hampton Roads Regional Stormwater Management Program.

## **BASIC PREMISES**

All local governments in Hampton Roads operate stormwater management programs.

The Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach received VPDES Permits in 1996. Those permits, which were renewed in 2001, govern the discharges from their MS4s to waters of the state and impose certain operational and reporting requirements on those systems. In 2005, these permits were converted to VSMP permits. These permits must be renewed on a 5 year basis and the localities applied for renewed permits in 2005. Localities operated programs under administratively continued permits until June 30, 2016. The existing permits became effective on July 1, 2016 and have been administratively continued since June 30, 2021.

The Cities of Poquoson, Suffolk, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, and York were all identified by the EPA as requiring VPDES permits under Phase II of the MS4 regulations. Those localities that operate MS4s obtained VPDES permits in March 2003. Those permits also imposed certain operational and reporting requirements on those systems. In 2005, these permits were converted to VSMP permits. These permits must be renewed on a 5 year basis with the next renewal planned for 2023.

On April 15, 2016, the Virginia Department of Environmental Quality notified Isle of Wight County that their Phase II MS4 Permit would be terminated because the County neither owned nor operated a small MS4 within the census-defined urbanized area. Isle of Wight County does not currently own or maintain stormwater systems outside of County-owned properties.

Although Gloucester County was initially identified by the EPA as requiring a Phase II MS4 permit, it was subsequently determined that permit coverage for Gloucester County was not required.

The City of Franklin, the Counties of Gloucester, Isle of Wight, Southampton and Surry and the Towns of Smithfield and Windsor are governed by stormwater management requirements established under the Virginia Stormwater Management Act and the Virginia Erosion and Sediment Control Law. The Chesapeake Bay Preservation Act also governs Gloucester and Surry Counties and the Towns of Smithfield and Windsor.

As of July 1, 2014, all localities have implemented stormwater management programs that meet the minimum requirements established in the Virginia Stormwater Management Act. The Virginia Stormwater Management Act imposes operational and reporting requirements on all localities that are required to implement stormwater management programs.

The local governments are interested in managing stormwater in a manner which protects and does not degrade waters of the Commonwealth and which meets locally established quality of life goals and objectives. The Clean Water Act and the VSMP require that stormwater quantity and quality be managed to the maximum extent practicable.

In carrying out their stormwater management responsibilities, the local governments have developed a consensus on regional goals to guide the operation of their stormwater management programs. Initially, as approved by the HRPDC at its Executive Committee Meeting of September 15, 1999, these goals are to:

1. Manage stormwater quantity and quality to the maximum extent practicable, including:
  - Implement best management practices (BMPs) and retrofit flood control projects to provide water quality benefits.
  - Support site planning and plan review activities.
  - Manage pesticide, herbicide and fertilizer applications.
2. Implement public information activities to increase citizen awareness and support for the program.
3. Meet the following needs of citizens:
  - Address flooding and drainage problems.
  - Maintain the stormwater infrastructure.
  - Protect waterways.
  - Provide the appropriate funding for the program.
4. Implement cost-effective and flexible program components.
5. Satisfy MS4 stormwater permit requirements:

- Enhance erosion and sedimentation control.
- Manage illicit discharges, spill response, and remediation.

This Agreement establishes the administrative framework, which will be used by the local governments in Hampton Roads to address certain stormwater management requirements under the above-cited state and federal laws and regulations.

Eighteen local governments in the Hampton Roads Region will be participants in and signatories to the Agreement.

## **HRPDC RESPONSIBILITIES**

Under the terms of this Agreement, the HRPDC staff must:

- Provide technical support and policy analysis related to stormwater and water quality issues to local government staff.
- Provide the necessary administrative, technical and clerical resources to support program activities to ensure that the MS4 permit-holding cities and counties meet applicable stormwater management requirements.
- Prepare an annual work program and budget for the Hampton Roads Regional Stormwater Management Program. The annual work program will be incorporated into the HRPDC Unified Planning Work Program and the annual budget will be incorporated into the HRPDC budget.
- Assist the signatories in coordinating reporting on stormwater related activities to other state and federal agencies to ensure that program requirements are met in a cost-effective manner, that minimizes duplicative reporting and the administrative burden on the signatories.
- Conduct a regional stormwater education program. This will include public education activities and may include outreach to specific economic sectors and groups. The stormwater education subcommittee of [askHRgreen.org](http://askHRgreen.org) will be responsible for guiding the development of original materials, including publications, media advertising and promotional items. This may also include development of locality-specific materials or coordination of bulk purchases. The stormwater education subcommittee of [askHRgreen.org](http://askHRgreen.org) will coordinate with HRPDC staff on the educational and outreach components of the Hampton Roads Regional Stormwater Management Program.
- Develop and conduct a regional training program for municipal employees, contractors, civic leaders, and other interested parties. The training program will emphasize stormwater management, pollution prevention and permit issues.

- Respond equitably and in a timely fashion to requests from all signatory local governments for technical assistance. The time frame for responses will be based on experience, the complexity of individual requests and the overall work load of program staff.
- Provide other technical support, as requested, to the signatory local governments.
- Upon request from one or more participating localities, conduct technical studies to support compliance by the localities with MS4 permit requirements and VSMP program requirements.
- Facilitate development of multi-jurisdictional management plans for shared watersheds, as requested.
- Take steps, in conjunction with the signatory local governments, to obtain financial support for program activities from outside sources, including state, federal and private grants, to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments.
- Contract with and manage consultants, including both private firms and academic institutions, to support the regional program, including provision of requested services to local governments in excess of the common program elements.
- Represent the Hampton Roads Regional Stormwater Management Program at federal, state, regional and local governmental, civic, professional and political organizations, agencies, and committees.
- Provide technical and administrative support, as appropriate, to those localities that are required to develop stormwater management programs to meet VSMP requirements, but that are not required to obtain MS4 permits for their stormwater discharges.
- Prepare annual program reports, or components thereof, which comply with the provisions of the MS4 permits and stormwater management programs of the signatory localities.
- Facilitate local government involvement in TMDL studies being prepared through the Virginia Department of Environmental Quality and EPA and facilitate preparation of TMDL Implementation Plans for impaired waters in the Hampton Roads Region as requested.
- Prepare an annual report of activities undertaken through the Hampton Roads Stormwater Management Program. This report will include summaries of related activities undertaken on a cooperative basis by the signatories.
- Identify state and federal regulatory actions that may affect local government stormwater programs, serve on regulatory advisory panels (RAPs) as necessary,



conduct policy analysis, and develop policy recommendations on behalf of the HRPDC.

- Coordinate the compilation of regional data for MS4 permit annual reports to the appropriate regulatory authority, as appropriate.

## **LOCAL GOVERNMENT RESPONSIBILITIES**

Under the terms of the Agreement, the signatory local governments must:

- Participate, as appropriate, in the Regional Environmental Committee to represent the local government's respective stormwater and water quality related concerns.
- Appoint a representative and alternates, as appropriate, to the stormwater education subcommittee of [askHRgreen.org](http://askHRgreen.org).
- Provide, in a timely fashion, all locally generated data required by their MS4 permits and such other data as may be necessary to accomplish locally requested services.
- Provide timely technical review of HRPDC analyses and conclusions.
- Participate in regional efforts to conduct public outreach and education activities regarding the Commonwealth's TMDL study process and efforts to develop TMDL Implementation Plans for impaired waters lying within the locality or within watersheds that include the locality.
- Provide input on regulatory issues to HRPDC staff and serve on RAPs or provide input to the regional RAP representative as appropriate.
- Reasonably support HRPDC efforts to obtain additional funding to support the regional programs to the extent that this may be accomplished without creating a conflict of interest, as determined by the signatory local governments.
- Provide annual funding to support the agreed-upon regional program, subject to annual appropriation.

## **METHOD OF FINANCING**

The majority of program costs will be allocated according to a formula reflecting each locality's share of the regional population. Costs for additional projects or services will be allocated based on a formula developed by the HRPDC staff and approved by the HRPDC with the concurrence of the signatory local governments. For example, in the past, the cost of legal services have been split between the localities with MS4 permits and the

maintenance costs for the regional online BMP database were split by the subset of localities still using the system.

## **AVAILABILITY OF FUNDS**

Performance by the HRPDC of its responsibilities under this Agreement is subject to the availability of funding from the signatory local governments. Failure of the local governments to provide the necessary funding to support these activities will constitute a Notice to Modify or Terminate the Agreement.

## **MODIFICATIONS**

Modifications to this Agreement must be expressly written, approved by the HRPDC, and accepted by all signatories.

## **DURATION AND TERMINATION**

This Agreement will have a term of ten years, extending from the date of full execution of the Agreement by the signatories or July 1, 2023 whichever occurs last through June 30, 2033. To conform to local government charter and Virginia Code requirements, the funding provisions of this Agreement are subject to annual appropriations.

No later than September 1, 2032, the signatories will institute a formal reevaluation of the Hampton Roads Regional Stormwater Management Program. This reevaluation will serve as the basis for appropriate modification of the Agreement and the Hampton Roads Regional Stormwater Management Program.

Any signatory may terminate its participation in the Hampton Roads Regional Stormwater Management Program by sending a written Notice To Terminate to all other parties. Such termination will be effective the start of the following Fiscal Year. Depending upon the terms of individual VSMP permits, termination of participation in the Hampton Roads Regional Stormwater Management Program in the middle of a permit term may result in changes to permit conditions and require renegotiation of the individual locality's VSMP permit from the Virginia Department of Environmental Quality.

## **OWNERSHIP OF PROPERTY**

It is not the intent of the signatories that the Agreement will result in the purchase, ownership, leasing, holding, or conveying of any form of interest in any real property.

## **INDEMNITY**

It is the intent of the signatories that no signatory will be held liable for any damage or associated penalties caused by or associated with the failure of any other signatory to discharge its duties or to exercise due diligence in discharging its duties under this Agreement, and that no signatory, by entering this Agreement, waives any defenses or immunities available to it at law, including, but not limited to, those set forth in Section 15.2-970 of the Code of Virginia.

It is the intent of the signatories that no signatory will be held liable for any damage or associated penalties caused by or associated with the failure of any other signatory to comply with the terms and conditions of the signatory's VSMP permit.

### **NO INTENT TO BENEFIT THIRD PARTIES**

This Agreement is intended for the benefit of the parties hereto and is not for the benefit of, nor may any provision hereof be enforced by, any other person or entity.

### **COUNTERPARTS**

This Agreement may be executed in any number of counterparts, and each counterpart signature, when taken with the other counterpart signatures, is treated as if executed upon one original of this Agreement.

## **LIST OF SIGNATORIES**

Signature pages will be signed in counterparts.

CITY OF CHESAPEAKE

CITY OF FRANKLIN

GLOUCESTER COUNTY

CITY OF HAMPTON

ISLE OF WIGHT COUNTY

JAMES CITY COUNTY

CITY OF NEWPORT NEWS

CITY OF NORFOLK

CITY OF POQUOSON

CITY OF PORTSMOUTH

SOUTHAMPTON COUNTY

CITY OF SUFFOLK

SURRY COUNTY

CITY OF VIRGINIA BEACH

CITY OF WILLIAMSBURG

YORK COUNTY

TOWN OF SMITHFIELD

TOWN OF WINDSOR

HAMPTON ROADS PLANNING DISTRICT COMMISSION

This listing of participants will be followed by individual signature pages.

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF CHESAPEAKE

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF FRANKLIN

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

GLOUCESTER COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF HAMPTON

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_



**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

ISLE OF WIGHT COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

JAMES CITY COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF NEWPORT NEWS

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF NORFOLK

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF POQUOSON

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF PORTSMOUTH

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

SOUTHAMPTON COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF SUFFOLK

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_



**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

SURRY COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF VIRGINIA BEACH

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

CITY OF WILLIAMSBURG

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

YORK COUNTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

TOWN OF SMITHFIELD

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

TOWN OF WINDSOR

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

HAMPTON ROADS PLANNING  
DISTRICT COMMISSION

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

**ITEM SUMMARY**

DATE: 4/25/2023  
TO: The Board of Supervisors  
FROM: Teresa J. Saeed, Deputy Clerk  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
☐	March 28, 2023 Business Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/14/2023 - 3:16 PM



**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**BUSINESS MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 28, 2023**  
**1:00 PM**

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**A. CALL TO ORDER**

Mr. Hipple called the meeting to order at approximately 1:02 p.m. following the James City Service Board of Directors, Business Meeting.

**B. ROLL CALL**

P. Sue Sadler, Vice Chairman, Stonehouse District  
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

**C. PRESENTATION**

1. Proclaiming April 2023 as Child Abuse Prevention Month in James City County

Ms. Rebecca Vinroot, Director of Social Services, addressed the Board noting April is recognized throughout Virginia as Child Abuse Prevention month annually. She noted the County participated in the Child Abuse Prevention Coalition of Greater Williamsburg. Ms. Vinroot mentioned a Child Abuse Prevention event would take place at the King of Glory Lutheran Church on Thursday, March 30 from 5:30 to 7:30 p.m. She noted the event was a family friendly function with various community partners and activities for the children. Ms. Vinroot further noted Friday, April 7, 2023, was Wear Blue Day. She encouraged the community to participate for support and awareness purposes. Ms. Vinroot stated the pinwheel gardens would be planted again this year. She recognized County personnel: Ms. Juliet Heishman, Chair of the Child Abuse Prevention Coalition of Greater Williamsburg, Ms. Gennie Bellas, Police Officer, and Ms. Courtney Thomas, Care Team Coordinator, for all their hard work in coordinating these events.

Mr. Hipple read the proclamation included in the Agenda Packet. He presented the proclamation to Ms. Vinroot.

2. Proclaiming March 2023 as Family Services Specialist Appreciation Month

Ms. Vinroot addressed the Board noting March is recognized as Family Services Specialist Appreciation Month. She mentioned various duties of the Family Services Specialist such as

child abuse prevention, incident response, etc. Ms. Vinroot spoke about the numerous County programs implemented to make sure individuals and families were safe and cared for. She mentioned the importance of the Family Service Specialist role to ensure the wellbeing of children, elderly, and individuals with disabilities within the community. Ms. Vinroot recognized and commended her staff in attendance.

Mr. Hipple read the proclamation included in the Agenda Packet.

The Board and audience applauded.

Mr. Hipple thanked Ms. Vinroot and her staff for all their efforts to protect County citizens.

3. Proclamation - Vietnam War Veterans Day

Mr. Hipple presented the proclamation to Mr. Icenhour to read as the Board's veteran.

Mr. Icenhour read the proclamation included in the Agenda Packet. He thanked Mr. Hipple for the opportunity to read the proclamation.

Mr. Hipple thanked Mr. Icenhour for his service.

Mr. Icenhour mentioned there were approximately 60 veterans currently who had signed up to receive Congressional Certificates of Recognition from the Honorable Congress Wittman's Office. He anticipated approximately 125 to 150 veteran attendees. Mr. Icenhour encouraged the public to attend the celebration of National Vietnam War Veterans Day on Wednesday, March 29 at 1 p.m. at Veterans Park. He mentioned Major General Celia Adolphi would be the speaker for this event.

4. VDOT Quarterly Update

Mr. Rossie Carroll, Virginia Department of Transportation (VDOT) Williamsburg Residency Administrator, addressed the Board to provide a quarterly update from December 2022-February 2023 timeframe. He reported 445 maintenance work orders had been submitted, adding 383 of those work orders were completed, which left 62 outstanding work orders resulting in an 86% completion rate. Mr. Carroll discussed various maintenance accomplishments for the quarter which included cleaning 14 drop inlets and repairs, approximately 20,000 linear feet of ditching, 313 pothole patching, six lane miles of sweeping, pipe culvert cleaning and repairs approximately 7,700 feet, approximately four tons of roadway patching, approximately 28 feet of pipe culvert replacement, brush cutting approximately six shoulder miles, and picked up 139 Adopt-a-Highway bags of litter. He touched on the 2023 mowing and litter cycle schedule which was included in the Board's Agenda Packet. Mr. Carroll mentioned the Longhill Widening Project was anticipated to be completed in April. He noted underdrain and storm drain mitigation maintenance was currently being conducted, adding once completed the installation of curbs and gutters would be the final task. Mr. Carroll discussed completion of bridge repairs, patching, waterproofing and epoxy overlays on Route 5, Route 199, and Route 31. He spoke about the HITS Guardrail Contract noting a total of 60 guardrail hits within the County of which all were repaired. Mr. Carroll touched on the Sidewalk and Bikeway Project on Route 60 from Croaker Road to Old Church Road, adding an approximate 0.4-mile sidewalk and bike lane to increase pedestrian and bikeway connectivity. He anticipated a completion date of October 31, 2024. Mr. Carroll stated the Latex Modified Seal Project had been awarded and the fixed

completion date was October 22, 2023. He highlighted the list of routes in the County which would be serviced. He discussed the Plant Mix Contract had been awarded and the fixed completion date was November 22, 2023. Mr. Carroll touched on the various routes which would be serviced. He mentioned a tree and brush removal project forthcoming on April 3-7, 2023, on Route 199 ramps at Route 60 and Route 143. He indicated work would be conducted at night with ramp closures, adding traffic detours would be in place during ramp closures. Mr. Carroll spoke about a bridge replacement over Diascund Creek was under construction with a completion date of April 7, 2025. He mentioned a temporary bridge would be built to ensure traffic flow would not be impacted during replacement of the existing bridge. Mr. Carroll discussed the Virginia Highway Safety Improvement Program (HSIP) for Unsignalized Intersection Improvements Project which had been awarded. He mentioned the scope of work included new signage, replacing some of the existing signage, placing stop bars, and adding reflective tape on stop signposts at 11 identified secondary intersections within the County. Mr. Carroll noted a Sidewalk Repair Project on Route 614 (Greensprings Road). He further noted the contractor would complete slab replacement at the end of April and then the project would commence. Mr. Carroll highlighted various completed projects within the County. He touched on upcoming projects such as the Longhill Road Shared Use Path, Croaker Road Four Lane Widening from James City County Library to Route 60, Pocahontas Trail Reconstruction, Jamestown Transfer Bridge Hydraulic Lift System, and HSIP Unsignalized Intersection Improvements. Mr. Carroll noted advertisement dates would be forthcoming. He stated there was also the Williamsburg Residency Full Depth Reclamation Project which had been awarded; however, readvertisement had to be conducted, adding further information would be available in April. Mr. Carroll discussed the Fiscal Year (FY) 2023 County Safety Projects such as the West Providence Road Crossdrain Replacement Project which had been awarded and construction commenced as of Monday, March 27, 2023. He spoke about the New Town Avenue/Watford Lane Sidewalk Repairs Project which had been advertised. Mr. Carroll mentioned the Windsor Forest Drop Inlet Spray in Place Lining Project, adding advertisement had not yet been conducted. He noted the Ironbound Road Sidewalk Repair Project had been awarded. Mr. Carroll further noted Route 143 Crossdrain Structural Failure Spray Liner Project had not been awarded yet, in addition to the Goodrich Durfey Capital Improvements Project (CIP). He highlighted various County Safety Projects for FY24. Mr. Carroll moved on to discuss traffic studies conducted such as the Grove Area Illegal Littering Signage. He noted based on the study installation of Littering signage would be recommended in various locations. Mr. Carroll spoke about the Intersection Safety Review for Route 613 (News Road) and Route 615 (Ironbound Road) and based on the review; no additional traffic control devices were recommended. He touched on the HSIP Unsignalized Intersection for Route 612 (Longhill Road) and based on the review the following recommendations were recommended: install Advanced Warning Intersection sign; install crosswalk pavement markings across the Glenburnie Road approach connecting the curb ramps; and install Double Arrow sign facing Glenburnie Road. Mr. Carroll spoke about the Safety Review for Route 632 (Cranston's Mill Pond Road) and based on the review; the following recommendations was recommended: upsize the existing Advanced Warning Winding Road signs with supplemental 35 MPH Advisory Speed plaques; install two additional upsized Advanced Warning Winding Road signs with supplemental 35 MPH Advisory Speed plaques; refresh centerline pavement markings within the study segment of Route 632; pursue shoulder and drainage rehabilitation; and pursue shoulder widening and paving for Roadside Fixed-Object Collisions mitigation. He spoke about the Route 606 (Riverview Plantation Drive Speed Study which no additional recommendations were made based on the review as 25 MPH Speed Limit signs were already in place. Mr. Carroll touched on the Route 632 School Bus Stop Ahead Sign Request which were recommended to be installed on Route 632 northbound and southbound. He discussed the Speed Study on Route 60 (Richmond Road) Toano and based on the review of the included speed data, roadway characteristics, and reported crash history Traffic Engineering does not recommend a change in the posted 45 MPH speed limit on this segment of Route 60. Mr. Carroll discussed Intersection Sign Reviews for Route 606 to Route 749 (Sherwood Forest) and based on the

intersection sight distance and other various factors Yield signs would be recommended in several locations. He touched on the Route 60 and Route 199 Safety Review and based on the review recommendations were to install dual oversized Watch for Stopped Vehicles supplemented with Ahead Advanced Warning signs westbound on Route 60. Mr. Carroll spoke about the Route 614 Virginia Capital Trail Safety Review and based on the review no obstructions or conflicts were noted during the field review; however, it was recommended to install Do Not Block Trail signs to the existing No Motor Vehicle signs at the intersections of John Tyler Highway, Greensprings Road, Jamestown Road, and Eagle Way. Mr. Carroll highlighted Land Use updates. He concluded the quarterly update and welcomed any questions and/or comments the Board might have.

Mr. Icenhour thanked Mr. Carroll for the efforts in rectifying the issue in Powhatan Secondary.

Mr. McGlennon thanked Mr. Carroll for the work performed in Kingspoint. He mentioned roadway concerns in the Rolling Woods subdivision. Mr. McGlennon inquired if resurfacing would be conducted in the near future or if road patching could be accommodated.

Mr. Carroll replied he would need to get back to him on that.

Mr. McGlennon expressed his concerns with the particular area of Route 199 from Kingsmill to Route 5 area. He mentioned a recent accident involving a pickup truck and a school bus. He asked if there were any recommendations for that particular area of Route 199.

Mr. Carroll mentioned he was recently made aware of that accident; however, he noted a traffic study would need to be conducted and other various factors would need to be considered prior to any action taken.

Mr. McGlennon noted the Project Pipeline team would be attending the Board's April 25, 2023, Business Meeting to discuss the study and findings. He asked if there was a process to involve the public at large or should individuals be focused strictly on the Business Meeting.

Mr. Carroll replied the public should focus on the Business Meeting. He noted the presentation would include recommendations based on the final study conducted.

Mr. Carroll further noted at that point it was at the Board's discretion whether or not to implement the recommendations. He mentioned these recommendations were made based on increased traffic.

Mr. McGlennon suggested potential detours to alleviate some of the traffic congestion in this particular area. He mentioned a fence alongside Peppertree was taken out due to a tree. Mr. McGlennon asked if VDOT was responsible for resolving that issue.

Mr. Carroll confirmed yes. He mentioned the contractors looked at it; however, he noted long lead times for the materials.

Mr. McGlennon asked if there was a temporary solution until materials arrived.

Mr. Carroll replied no, the contractors would fix the issue as soon as materials were available.

Mr. McGlennon asked about some concerns with relation to Gatehouse Farms on Neck-O-Land Road.

Mr. Carroll confirmed VDOT was looking into that, he noted it was a drop inlet concern.

Mr. McGlennon expressed from his understanding it was a severe issue.

Mr. Carroll noted he had not witnessed it himself; however, VDOT maintenance staff had. He further noted he thought there might be some separation or a crack that had occurred allowing material to pass through. He suggested potential cleaning and internal sealing to resolve the issue.

Mr. McGlennon asked if there was a completion date for the sinkhole on Goodrich Durfey.

Mr. Carroll replied it was in VDOT's FY23 plan.

Mr. McGlennon stated June 30.

Mr. Carroll confirmed.

Ms. Larson relayed thanks from Mr. Dorsey Smith for the roadway safety improvement efforts regarding Jamestown Road and Neck-O-Land Road. Ms. Larson encouraged consideration with regard to noise impacts for the future Project Pipeline. Ms. Larson asked about the location of the Do Not Block Trail signs.

Mr. Carroll indicated those signs would be installed on the Virginia Capital Trail as there was already signage at nearby intersections.

Ms. Larson asked if there was an alternative to the security bollards regarding the intersection of Route 614, Centerville Road, and Route 5. She explained the bollards get knocked over frequently and there had been an increased number of turns. She asked if there was a temporary alternative to keep vehicles from turning at that prohibited turn.

Mr. Carroll replied VDOT's Traffic Engineer designed that area, so any concerns based on that design would need to be referred to the Traffic Engineer. He advised with relation to the bollard concerns to submit a work request and VDOT would take care of the issue.

Ms. Larson thanked Mr. Carroll. She mentioned she received speeding concerns from constituents with relation to residential neighborhoods. She wondered if there was any way to reduce the speed limit in a residential neighborhood below 25 mph.

Mr. Carroll replied no, not typically.

Ms. Larson requested Mr. Carroll to elaborate based on his response.

Mr. Carroll replied there were rare instances and flexibility within the Virginia Code to accommodate in extreme circumstances.

Ms. Larson expressed her frustration regarding drainage issues within the County. She mentioned Saint Georges Hundred subdivision as an example. Ms. Larson indicated there was approximately 13 outstanding drainage issues. She asked about funding opportunities in order to rectify these concerns.

Mr. Carroll replied if it was a priority project for the Board, he recommended RevShare and Secondary Six-Year Plan that these types of projects could be submitted to. Mr. Carroll mentioned these were not just maintenance concerns as there were other factors such as utilities, relocation aspect, etc. involved.

Ms. Larson expressed she felt this situation was a catch-22. She hoped all parties involved could work towards a solution to resolve this matter.

Ms. Sadler stated when she traveled Route 60 going west towards Toano near Greystone there was a crossover and she had exhibited multiple vehicles pulling out in front of oncoming traffic where the speed changes from 45 mph to 55 mph. She asked if there was any VDOT reason for that crossover.

Mr. Carroll replied he was unsure if there were any connecting roads on the other side or for U-turn purposes. He noted he would need to look into that.

Ms. Sadler expressed safety concerns. She thanked Mr. Carroll.

Mr. Hipple thanked Mr. Carroll for his prompt response with addressed issues. He noted there was a sink area getting off Route 60 onto Olde Towne Road coming from Lightfoot Road.

Mr. Carroll asked if it was on Olde Towne Road.

Mr. Hipple replied no it was on Route 60 going into the turn lane to go to Olde Towne Road coming from Lightfoot Road. He also mentioned a sink hole area on Longhill Road near the C&F Bank.

Mr. Carroll asked if the sink hole on Longhill Road was near the shoulder of the lane.

Mr. Hipple confirmed.

He thanked Mr. Carroll for efforts on Cranston's Mill Pond Road. He asked if VDOT recouped funds for the HITS Guardrail Contract.

Mr. Carroll replied yes.

Mr. Hipple thanked Mr. Carroll.

#### **D. CONSENT CALENDAR**

Mr. Hipple asked if any Board member wished to pull an item. As no Board member requested an item be pulled, Mr. Hipple sought a motion on the Consent Calendar's approval.

1. Appropriation of Funds for an Unsolicited Proposal

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

2. Contract Award - \$514,224 - Chickahominy Riverfront Park Fishing Pier Replacement Project

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. Dedication of the Streets in Sections 2 and 3 of the Scott's Pond Subdivision.

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. General Wage Increase

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. 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 meeting:

- February 14, 2023, Regular Meeting
- February 28, 2023, Business Meeting
- March 10, 2023, Retreat

6. Resolution of Chesapeake Bay Preservation Ordinance Violation at 118 Pinpoint

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. Dispatch Update

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. Brad Rinehimer, Assistant County Administrator, addressed the Board noting he would discuss the County's Emergency Communications Center (ECC) and consolidation. He noted prior to his discussion Fire Chief Ryan Ashe would discuss the current situation with the County's ECC and the recent incident which had occurred.

Chief Ashe stated on February 22, 2023, a contractor was performing work related to the installation of a second backup generator at the ECC and caused an increased voltage that went through the building and damaged a number of electrical components. Chief Ashe highlighted various damaged items and created a list for necessary replacements. Chief Ashe mentioned based on supply chain issues parts were not expected to arrive until July-August timeframe. Chief Ashe anticipated August timeframe to return to the ECC. Chief Ashe stated an Electrical Engineer assessed the site for a general overview and recommendations of having all equipment tested prior to utilizing that facility as a permanent operation. Chief Ashe noted some of the surge systems had been replaced, identified temporary solutions for generator power, relocated some server equipment, etc. for mitigation purposes.

Ms. Larson asked when a situation like this occurred what was the process in place to recoup funds.

Chief Ashe stated a separate account code was created regarding the incident and chargeback

opportunity would be pursued as repairs were conducted. He noted collaborative efforts with the County Attorney's Office, Risk Management, and the insurance company to work through the responsible party aspect of things.

Ms. Larson thanked Chief Ashe.

Mr. Rinehimer mentioned for litigation purposes he did not want to elaborate too much on that subject. He anticipated the insurance provider would cover most, if not all costs associated with the incident. Mr. Rinehimer touched on potential consolidation as there had been several discussions in the past on the topic. He noted in 2018 a study was conducted to look at consolidating the ECC with the Cities of Williamsburg, Poquoson, and York County. Mr. Rinehimer further noted the study confirmed consolidation would be feasible and financially beneficial to the County. He stated at that time the Board of Supervisors chose not to consolidate for County personnel and questions about service delivery. He mentioned he was the County's Police Chief at that time, and he was not in support of the consolidations as there was no improvement component. Mr. Rinehimer touched on the current staffing issues within the County. Mr. Rinehimer noted a meeting was held this morning with County Dispatchers to discuss the potential consolidation and the possibility of losing current County personnel to other localities based on this decision if it were pursued. He mentioned possible grants available if consolidation was decided. Mr. Rinehimer spoke about current operations with the shared facility, and it seemed to be working effectively. He touched on various points such as County personnel, service expectations, and other factors regarding consolidation. Mr. Rinehimer noted collaborative efforts with the County's Human Resources Department to find placement in alternative positions for current County personnel should they choose an alternative course of action based on the decision. He further noted USI Insurance Services had conducted a study on benefits offered between James City County and York County and the findings determined the benefits of both localities were very comparable. He stated the County was committed to keeping County personnel whole. Mr. Rinehimer encouraged the Board to approve the resolution included in its Agenda Packet authorizing the County Administrator to enter into an agreement with York County for consolidation of the County's ECC. He added approval of the resolution would also authorize the County Administrator to utilize funding previously approved in the CIP for a Computer-Aided Dispatch (CAD) system replacement for initial costs and equipment related to such consolidation, primarily licensing agreements and related software, equipment costs, and building renovations. Mr. Rinehimer concluded the presentation and welcomed any questions the Board might have.

Mr. Stevens expressed his desire to make a few comments. He mentioned the meeting held this morning with ECC staff, adding currently there were 22 employees which included on-call staff. Mr. Stevens noted County staff expressed concerns that the level of service to the community would lessen if consolidation was pursued, in addition to first responder safety for various reasons. He touched on staffing challenges within the County and noted the challenges specifically for the Dispatcher role as there was extensive training required prior to starting the job. Mr. Stevens commented that was the main reason consolidation was being considered as there was uncertainty in the ability to operate and maintain the level of service to the community. He noted if the Board approved the resolution there would be various considerations made prior to an agreement to ensure public and personnel input was taken into consideration. Mr. Stevens further noted once input was obtained, he would bring it to the Board's attention for further consideration. He stated York County policies were different, adding there were concerns of noise.

Ms. Larson asked if this resolution would allow an agreement to be executed without coming back before the Board.

Mr. Stevens confirmed yes.



Ms. Larson expressed hesitancy on that approach. She requested he provide a report prior to an agreement being executed.

Mr. Stevens replied he could accommodate that.

Ms. Larson asked if there were any issues regarding response to calls currently.

Mr. Rinehimer replied it was going smoothly for the circumstances. He noted County Dispatchers mentioned some concerns at the facility; however, there had not been any feedback from the Police or Fire Department regarding response to calls.

Mr. McGlennon stated the Board had been reluctant to approve the consolidation in the past. He asked if the County was willing to find other placement for the current Dispatchers and/or if current County personnel chose to pursue employment at York County what effect would that have on the ECC Department. Mr. McGlennon mentioned the trending staffing challenges.

Mr. Rinehimer replied the County was willing to make the necessary accommodations for alternative placement positions for current personnel based on various factors. He mentioned discussions with York County and its willingness to welcome personnel who chose to pursue employment there.

Mr. McGlennon asked the reason why York County did not seem to have recruitment and retention issues.

Mr. Rinehimer replied he could not speak to that. He stated to his knowledge York County had maybe one vacancy, if not fully staffed. Mr. Rinehimer mentioned York County counted its trainees in its staffing numbers. He noted the County had 22 personnel within the ECC Department, which also included trainees. Mr. Rinehimer further noted trainees and the possibility of departure; however, if consolidation occurred it would allow for additional personnel.

Mr. McGlennon requested additional information regarding strategies York County has utilized to recruit and retain personnel. He questioned if similar circumstances happened at the York County facility what alternative options the County would have.

Mr. Rinehimer replied the County would maintain some operational readiness at the County's ECC facility as a backup solution once repairs were completed. He mentioned York County had contemplated a long-term backup facility within the new Sheriff's Office being built. Mr. Rinehimer indicated if York County chose that route the County's ECC facility could be utilized for other purposes.

Mr. McGlennon thanked Mr. Rinehimer.

Ms. Sadler asked if York County was fully staffed, and consolidation occurred what would that mean for current County personnel.

Mr. Rinehimer explained York County dispatchers answered calls for York County and the Cities of Williamsburg and Poquoson, adding if consolidation occurred County dispatchers would aid with the increased call volume and various tasks.

Ms. Sadler asked how long County ECC personnel had been working out of the York County facility.

Mr. Rinehimer replied 5 weeks as of today.

Ms. Sadler asked about County personnel feedback regarding working in the York County facility and if County ECC personnel were in training currently.

Mr. Rinehimer replied there were some County ECC personnel in training, specifically new hires. He mentioned according to Ms. Rebecca Cyr, Assistant Director of Emergency Communications Division, operations were running smoothly. He stated there was not a significant decrease in service which was the main concern of not previously consolidating.

Ms. Sadler asked if the County had utilized the York County's facility prior to this event.

Mr. Rinehimer replied yes, but not to this length of time.

Ms. Sadler asked if County ECC personnel chose to leave their current position but stay employed within James City County would an alternative position be at a comparable pay scale.

Mr. Rinehimer replied he was not certain of the positions available, and the County would not create new positions for the circumstance; however, it varied on the position being applied for and the associated pay scale for that position.

Mr. Stevens stated from a community response perspective County personnel felt it was good; however, County ECC personnel feedback may be different in various aspects such as noise, policies, etc.

Mr. McGlennon inquired if York County was willing to reduce the noise levels within its facility.

Mr. Rinehimer replied discussions would be had with relation to that subject prior to an agreement. He indicated that the County would be a part of the regional Virginia 9-1-1 Services Board which would help establish some criteria for the facility. Mr. Rinehimer stated ultimately it was York County's facility so various criteria could not be changed; however, depending on the issue there might be some flexibility.

Mr. Icenhour asked if the Cities of Williamsburg and Poquoson ever had independent facilities and how long have the Cities of Williamsburg and Poquoson been consolidated with York County.

Mr. Rinehimer replied both Cities had independent facilities at one point. He mentioned consolidation occurred several years ago.

Mr. Icenhour asked if the Cities of Williamsburg and Poquoson used their old facilities as a backup facility.

Mr. Rinehimer replied both Cities do not have a backup facility.

Mr. Icenhour asked how many personnel York County had at its Emergency Communications facility.

Mr. Rinehimer replied approximately 60-70.

Mr. Icenhour remarked the County had 22 ECC personnel.

Mr. Rinehimer confirmed.

Mr. Icenhour asked the highest number of ECC personnel the County had.

Mr. Rinehimer replied to his knowledge 28 was the maximum.

Inaudible discussion.

Mr. Icenhour expressed his concern of service to the community. He questioned the current backup facility for York County as the County's facility was out of commission at this time.

Mr. Rinehimer stated York County had a temporary backup facility at the York County Public Works Building. He mentioned once repairs were made to the County's ECC facility that could serve as the backup facility; however, York County's desire was to create its own long-term backup facility.

Mr. Icenhour expressed challenges with level of service for both the consolidation and/or independent aspect especially if the County did not have the manpower to operate its own facility. He agreed with Ms. Larson's point of having a review process come before the Board prior to an agreement made.

Ms. Sadler asked if the County's ECC facility was being utilized as a backup facility would the County's current system be used or would York County's system be implemented.

Mr. Rinehimer replied the County's current system would be utilized.

Ms. Sadler remarked it was vital to have personnel who could operate that system.

Mr. Rinehimer confirmed.

Chief Ashe stated the only difference between systems were the CAD systems.

Ms. Larson remarked this was a very difficult decision to have to make. She reiterated her earlier point of requesting a review process prior to an agreement made.

Mr. McGlennon inquired about the financial arrangement if consolidation were to be pursued.

Mr. Rinehimer replied he did not have the answer for that today; however, once further information was available it would be provided to the Board.

Mr. Hipple agreed that this was an extremely difficult decision to make. He noted the relationships between the Fire Department, Police Department, and the ECC were very close-knit. Mr. Hipple further noted his support to remain independent, however, he discussed the staffing concerns and the impact it could have on the level of service to the community. He explained as a Board it had an obligation to the County citizens to explore all options to ensure the right solution for the circumstances was made.

Ms. Larson asked for clarity regarding verbiage if the resolution before the Board was approved at this evening's meeting.

Mr. Hipple suggested removing "execute" out of the resolution.

Mr. Stevens commented if the Board desired to leave the verbiage as is he would certainly bring it back before the Board for discussion prior to executing an agreement or if the Board voted on the subject with a verbiage change that would be ok too.

Ms. Larson stated she preferred verbiage to include bring it back to the Board of Supervisors to review prior to the County Administrator executing.

Ms. Sadler agreed.

Mr. Icenhour recommended removing “and execute” out of the resolution it would still allow the County Administrator to negotiate and bring it back before the Board for authorization purposes.

Mr. Hipple asked Mr. Kinsman if that covered the technical aspect.

Mr. Kinsman confirmed.

## 2. FY 2024 Budget Review

Ms. Cheryl Holland, Budget Manager, addressed the Board to discuss the Proposed Fiscal Year (FY) 2024 Budget. She noted the proposed budget was on the County’s website. Ms. Holland stated the FY24 Proposed Budget was \$330.2 million, which was a 42.7% increase from last year’s budget, adding she would discuss those specifics in greater detail momentarily. She referenced the All Funds Summary slide on the PowerPoint presentation for financial comparison purposes of the adopted FY23 Budget and the FY24 Proposed Budget. Ms. Holland stated the main increases in the proposed budget related to the General Fund and the Capital Projects Fund. She highlighted various expenditures for the General Fund on the PowerPoint presentation. Ms. Holland touched on the revenue aspect for the \$14 million increase in the General Fund which included an anticipated increase in general property taxes of \$7.4 million. She noted there were no changes to the real estate or personal property tax rates. Ms. Holland further noted FY24 was a non-reassessment year, adding this increase primarily relates to anticipated growth and development in the County and assessed values of existing property. She mentioned other local taxes were anticipated to increase by \$5 million and relates to trends observed in sales, lodging, and meal tax revenues. Ms. Holland spoke about charges for services which was anticipated to increase by \$0.9 million essentially for the James City County Recreation Center fees, Before & After School Program fees, and Medic Transport Recovery fees. She moved on to discuss the Capital Projects Fund totaling \$95.5 million, adding annual costs varied depending on volume and magnitude of projects. Ms. Holland discussed the proposed projects for FY24 which included a General Services Administration Building, Pre-K Space, and design costs for the future County Government Center and the costs associated with those projects. She spoke about unfunded requests which included a breakdown on the PowerPoint slide to indicate items by fund. Ms. Holland noted Financial and Management Services (FMS) collaborated with the various County Departments to determine essential and/or mandated needs for FY24. She further noted some cuts would result in delay in maintenance and/or necessary replacements to aid in addressing some of the more pressing needs. Ms. Holland mentioned staff was working to determine which unfunded items could be purchased in FY23 with expenditure savings. She referenced a PowerPoint slide which provided further details on some unfunded items that various County departments were working on funding in FY23. Ms. Holland highlighted several upcoming budget meetings on the PowerPoint presentation for public notification purposes. She concluded the presentation and welcomed any questions the Board might have.

Mr. McGlennon asked about the unfunded item pertaining to the Virginia Public Assistance.

Ms. Holland replied it was in relation to personnel requests, adding no new positions were funded in the Proposed FY24 Budget.

Ms. Larson inquired about salary studies explaining the studies were conducted; however, the County could not fund it, and then a new salary study was required to stay up to date. She

asked what the plan was for future salary studies.

Mr. Stevens stated it was removed from next year's request; however, it was on the unfunded items list for Board discussion. He remarked if the Board provided authorization to utilize additional revenues from FY23 it could be pursued. Mr. Stevens noted reviews and small-scale adjustments were being conducted regularly, adding according to other Chief Administrative Officers within the region this was currently a common practice. He explained the challenges with recruiting with current entry level salary wages. Mr. Stevens recommended an updated comprehensive salary study to determine the need and to justify salary adjustments and other factors to ensure positions were being filled. He stated the County's salary wages were considered average; however, the cost-of-living aspect was not. Mr. Stevens expressed his belief based on his own comparison of other localities and their salary ranges the County's salary wages offered were not competitive.

Ms. Larson expressed the challenges currently and she was interested to see how a comprehensive study would be conducted with the various concerns.

Mr. Stevens replied confirmed, adding it was a difficult market to keep up with. He noted the concerns were not just at entry level salary wages but at the higher end also. Mr. Stevens mentioned the Capital Projects Coordinator position which had been advertised for over a year with a salary wage on the high-end with no applicants. He added a head-hunter was hired for proactive purposes with no success. Mr. Stevens expressed the challenges of even filling the high-end positions. He spoke about the various projects that took priority over the study.

Ms. Larson asked about the necessary vehicle replacements.

Ms. Holland stated the vehicles replacements were recently purchased and received, adding at this time the Police Department and Fleet and Equipment Division no longer needed that request.

Ms. Larson thanked Ms. Holland.

Mr. Stevens thanked Ms. Holland for all her efforts during the budget process.

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

None.

## **G. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon mentioned Ms. Sadler had requested last meeting for the Board to initiate a policy regarding a development process in relation to solar farms. He stated he received an email from one of the Planning Commissioners suggesting considerations on data centers as well. Mr. McGlennon asked Mr. Stevens if that scope of work could be expanded to include data centers.

Ms. Sadler stated she was receiving email complaints from County citizens regarding the Norge Solar Farm and potential noncompliance issues. She thanked Mr. Jason Purse, Assistant County Administrator, for taking her call regarding the matter. Ms. Sadler mentioned for public notification purposes that the concerns addressed were being investigated.

Mr. Icenhour advised he wished to make a statement in recognizing Ms. Isabella Strumke, a

9-year-old County citizen runner who set a new state record. He expressed his desire to publicly recognize her accomplishments.

Ms. Larson expressed her condolences on the passing of Ms. Margaret Stockton. She noted her husband Mr. Carlton Stockton served on the County's Economic Development Authority. Ms. Larson further noted both Mr. and Mrs. Stockton were very active members of the community. She stated she and Ms. Sadler participated in a tour of the Eastern State Hospital property on Friday, March 24, 2023. Ms. Larson recognized Mr. Scott Turner, Interim Director of Community Outreach at Eastern State Hospital, for the extensive tour he provided, adding it was very informative. Ms. Larson thanked Mr. Icenhour for encouraging Eastern State staff to allow the opportunity. She noted she had conducted a presentation for the Virginia Association of Counties (VACo) Supervisor Certification class with Mr. Greg Dowell, Chairman of the Williamsburg-James City School Board last week. Ms. Larson stated she attended the Williamsburg Tourism Council meeting last week. She mentioned for public notification purposes the upcoming Budget Adoption would be held on May 9, 2023, Regular Meeting. Ms. Larson noted as a reminder the County's Board meetings were public in addition to finance meetings. She encouraged the public to attend if interested.

Mr. Hipple stated he and Mr. Stevens participated in the Eastern State Hospital tour. He recognized Mr. Turner for the outstanding tour conducted, adding he looked forward to future collaborations regarding projects in the future.

Ms. Larson commented it was an information sharing opportunity to allow for better communication and operations moving forward.

Mr. Hipple agreed, adding there was communication with the County's Fire Department as well. He expressed it was nice to see two organizations collaborating to ensure efficiency. Mr. Hipple mentioned Mr. Stevens and Mr. Turner would discuss more regarding County interaction at a future date.

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

Mr. Stevens stated he would follow-up on that discussion with Eastern State Hospital as he and Mr. Turner had not yet connected on that aspect but would be forthcoming. He asked for specific instances from Interim Chief of Police Dallman and Fire Chief Ashe to relay to Mr. Turner for communication improvements. He stated he looked forward to the partnership and the beneficial components. Mr. Stevens spoke about the James City County Marina, adding the demolition of the existing boat slips was being conducted ahead of schedule and operations were going smoothly. He mentioned he received complaints regarding the existing boat ramp and its conditions. Mr. Stevens stated as of March 27, 2023, the boat ramp had closed for removal of existing concrete boat ramp to replace it with another existing concrete boat ramp. He anticipated the boat ramp would reopen by April 20, 2023. Mr. Stevens explained the boat ramp would have new concrete to rectify pavement damage concerns. He mentioned citizens who had boat passes could use them at Chickahominy Riverfront Park as an alternative option while maintenance was being conducted, adding the rest of the County Marina operations in terms of rentals of kayaks, canoes, bikes, etc. was not impacted.

Mr. McGlennon mentioned he received notification from the National Park Service that Colonial Parkway would be closed for the Pedal the Parkway event in early May. He asked if those participating in the event would be required to pay the entrance fee.

Mr. Stevens stated he reached out to the Parks Superintendent to get clarification; however,

he had not yet received a response. He expressed his belief that if the Colonial Parkway was closing operations to host the event participants would not be required to pay the entrance fee. Mr. Stevens indicated the fee was in relation to walking, access to the beach, etc.; however, he would continue to obtain clarity on that point.

**I. CLOSED SESSION**

None.

**J. ADJOURNMENT**

1. Adjourn until 5 pm on April 11, 2023 for the Regular Meeting

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

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

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

At approximately 2:55 p.m., Mr. Hipple adjourned the Board of Supervisors.

**ITEM SUMMARY**

DATE: 4/25/2023

TO: The Board of Supervisors

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

SUBJECT: Fiscal Year 2024 Budget

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**ATTACHMENTS:**

	Description	Type
☐	3rd Quarter Update	Presentation
☐	FY 2024 Budget Discussion	Presentation

**REVIEWERS:**

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	4/7/2023 - 4:58 PM
Publication Management	Pobiak, Amanda	Approved	4/10/2023 - 8:08 AM
Legal Review	Parman, Liz	Approved	4/10/2023 - 8:14 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 8:34 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2023 - 10:24 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 11:08 AM





# FY2023 Financial Update

Board of Supervisors Business Meeting

April 25, 2023

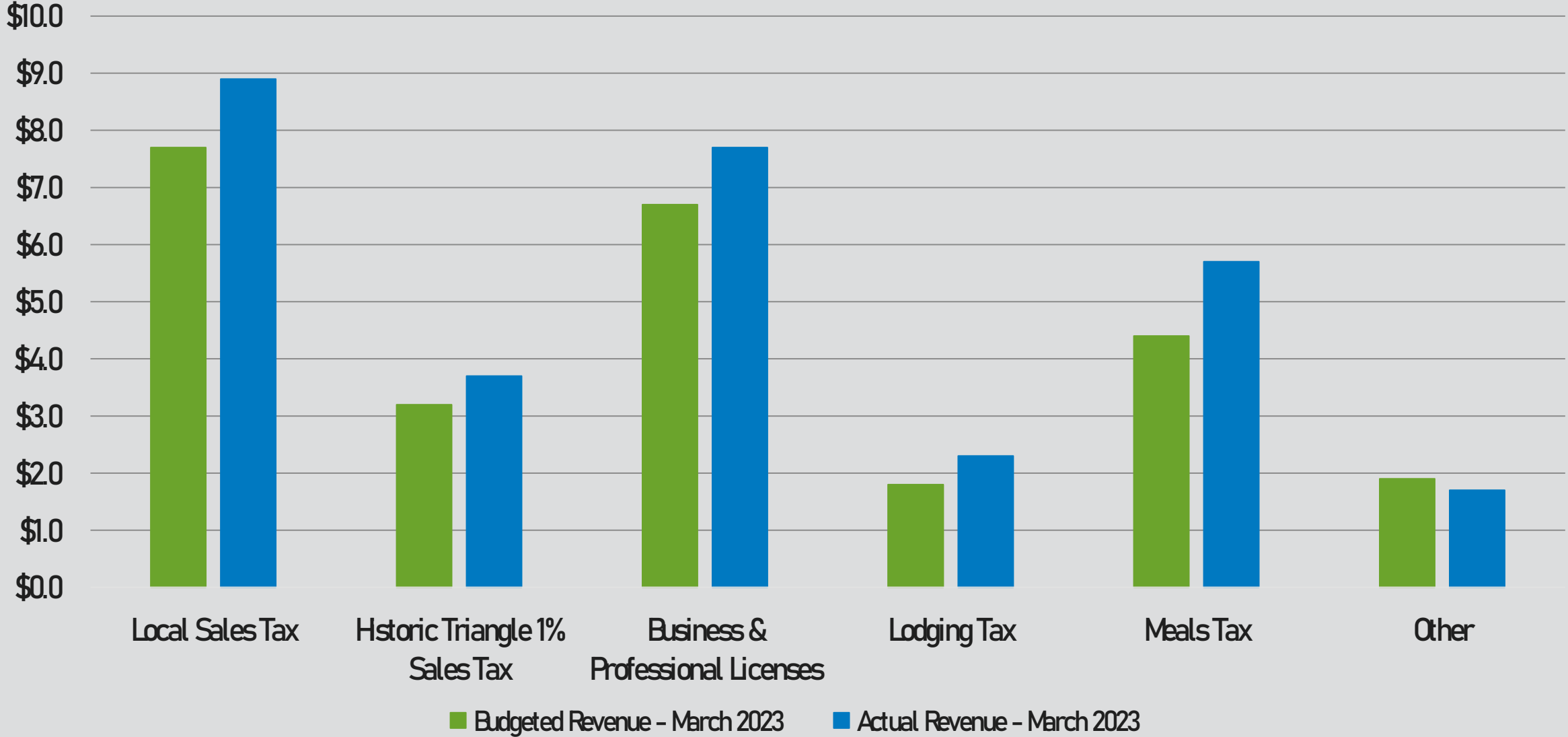


# FY2023 - General Fund Revenue

## July 2022 - March 2023

Category	Revised Budget	Actual YTD	Prior Year Actual YTD	Difference
General Property Taxes	\$ 152,218,000	\$ 80,671,590	\$ 73,456,387	\$ 7,215,203
Other Local Taxes	39,275,000	29,892,260	29,922,647	(30,387)
Licenses, Permits, & Fees	1,782,000	1,545,271	1,487,740	57,531
Fines & Forfeitures	217,000	123,125	142,456	(19,331)
Use of Money & Property	337,000	513,141	470,217	42,924
State and Federal	15,690,000	8,926,171	8,854,419	71,752
Charges for Services	7,396,000	6,427,439	5,710,934	716,505
Miscellaneous & Transfers	185,000	1,708,411	169,635	1,538,776
Fund Balance	14,249,518	14,249,518	21,254,695	(7,005,177)
<b>Total</b>	<b>\$ 231,349,518</b>	<b>\$ 144,056,926</b>	<b>\$ 141,469,130</b>	<b>\$ 2,587,796</b>
			\$ change from prior year, excl. Fund Balance	<b>\$ 9,592,973</b>
			% change from prior year, excl. Fund Balance	<b>8.0%</b>

# FY2023 Other Local Taxes (in millions)





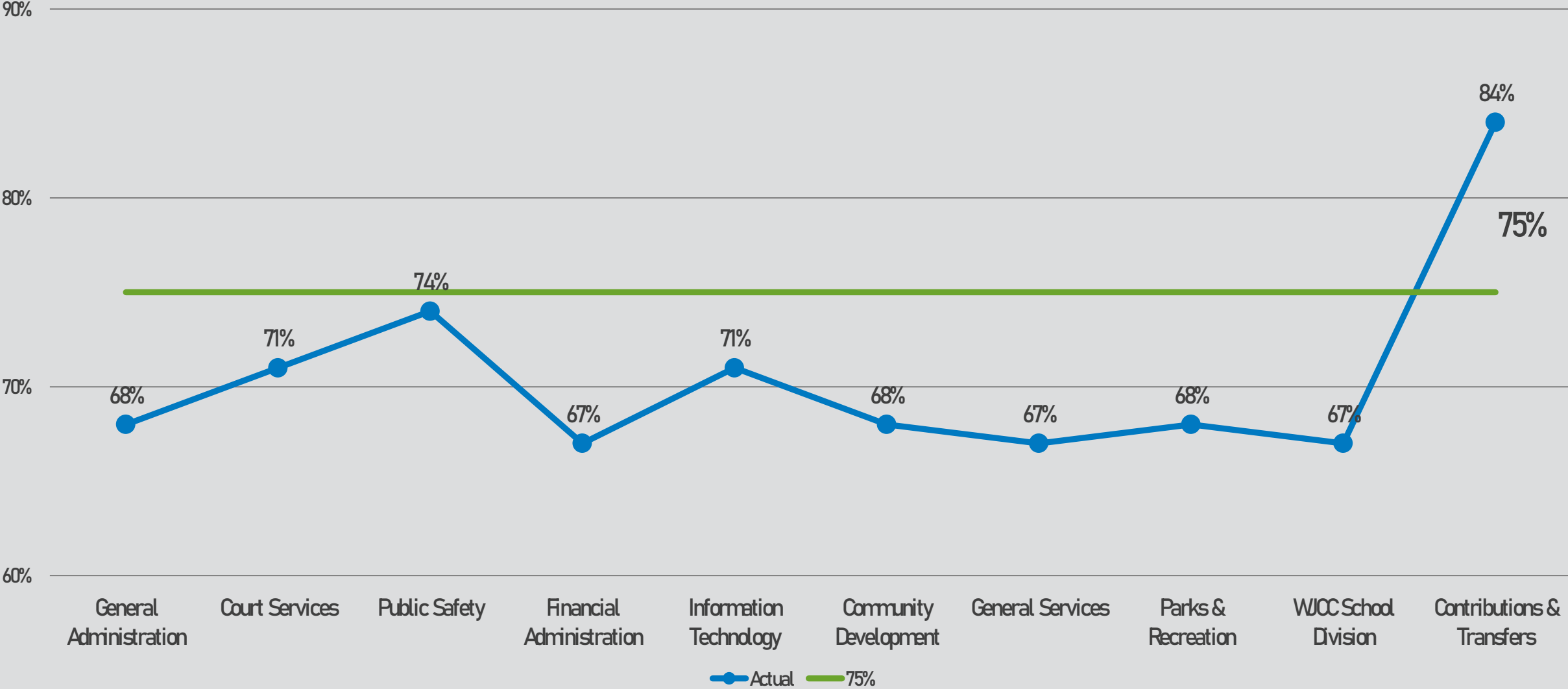
# FY2023 - General Fund Expenditures

## July 2022 - March 2023

Department	Budget	Actual	\$ Over/(Under) Budget	% of Budget Used
General Administration	\$ 4,572,309	\$ 3,100,083	\$ (1,472,226)	68%
Court Services	5,308,300	3,763,889	(1,544,411)	71%
Public Safety	33,042,007	24,348,593	(8,693,414)	74%
Financial Administration	5,981,212	4,027,991	(1,953,221)	67%
Information Technology	5,644,662	4,005,225	(1,639,437)	71%
Community Development	3,929,752	2,675,455	(1,254,297)	68%
General Services	16,898,524	11,277,867	(5,620,657)	67%
Parks & Recreation	8,309,402	5,631,915	(2,677,487)	68%
WJCC School Division	102,104,835	68,854,144	(33,250,691)	67%
Contributions to Outside Entities and Transfers to Other Funds	45,558,515	38,238,469	(7,320,046)	84%
<b>Total</b>	<b>\$ 231,349,518</b>	<b>\$ 165,923,631</b>	<b>\$ (65,425,887)</b>	<b>72%</b>



FY2023 General Fund Spending  
July 2022 – March 2023  
% of Budget Used

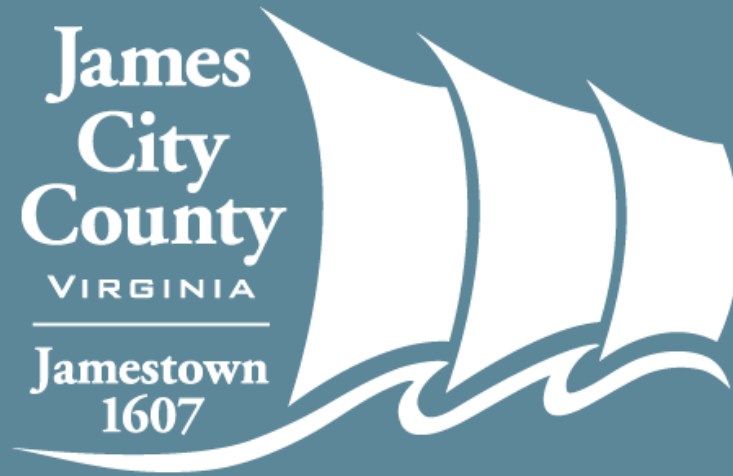




# FY2023 Financial Update

Board of Supervisors Business Meeting

April 25, 2023



# FY2024 Budget Discussion

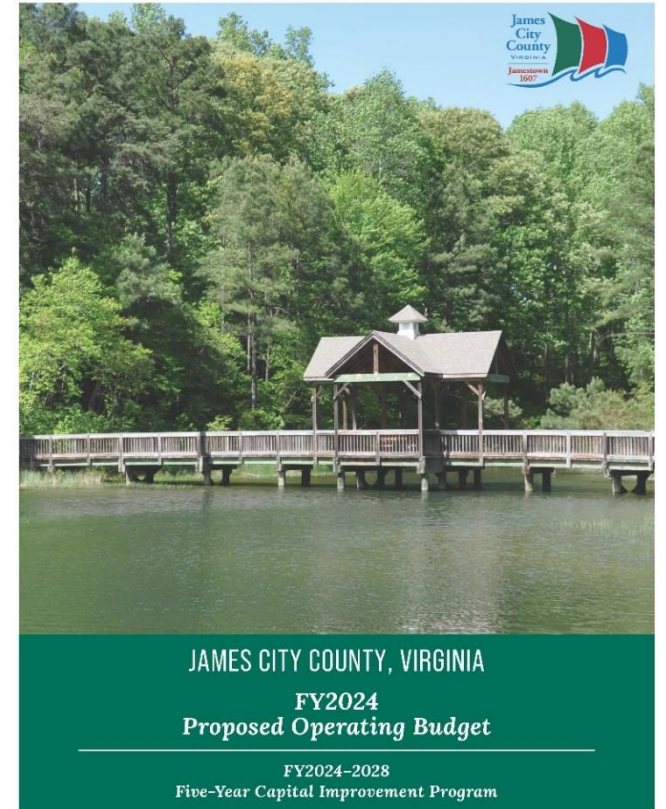
Board of Supervisors Business Meeting

April 25, 2023



# FY2024 Proposed Budget Overview

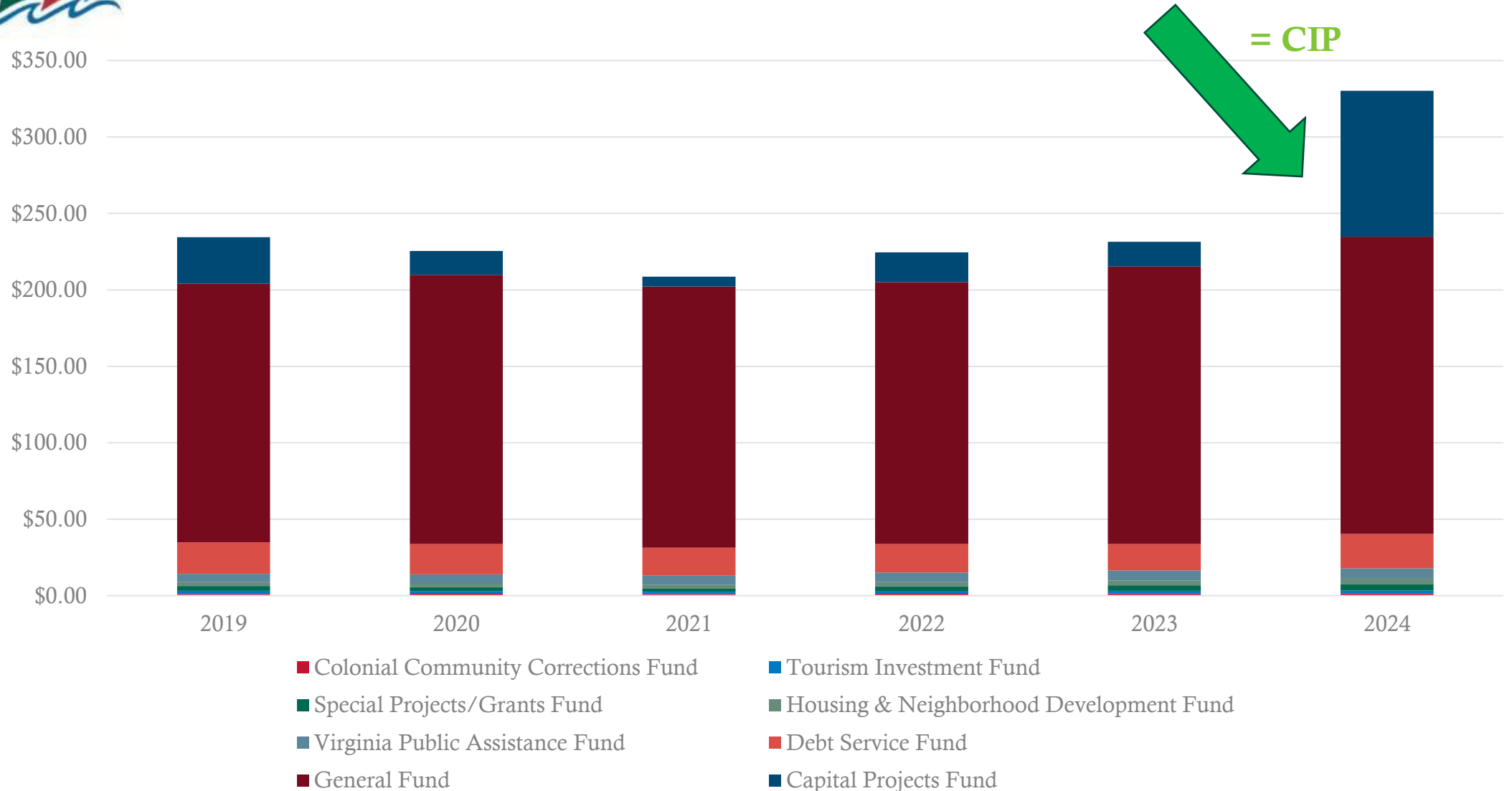
- Second year of the two-year budget and incorporates Strategic Plan goals and initiatives
- Total Budget (**All Funds**) = \$330.2M, \$98.8M or 42.7% > FY2023
  - \$79.4M of that increase is in the **Capital Fund**
  - \$14M is the increase in the **General (Operating Fund)**
- No change in the tax rates
- Modest increases in recreation center and childcare programs, and aligns medic transport recovery fee with Medicare rates
- Includes no new positions; provides a wage increase and changes to certain existing positions
- \$39M in requests are not funded





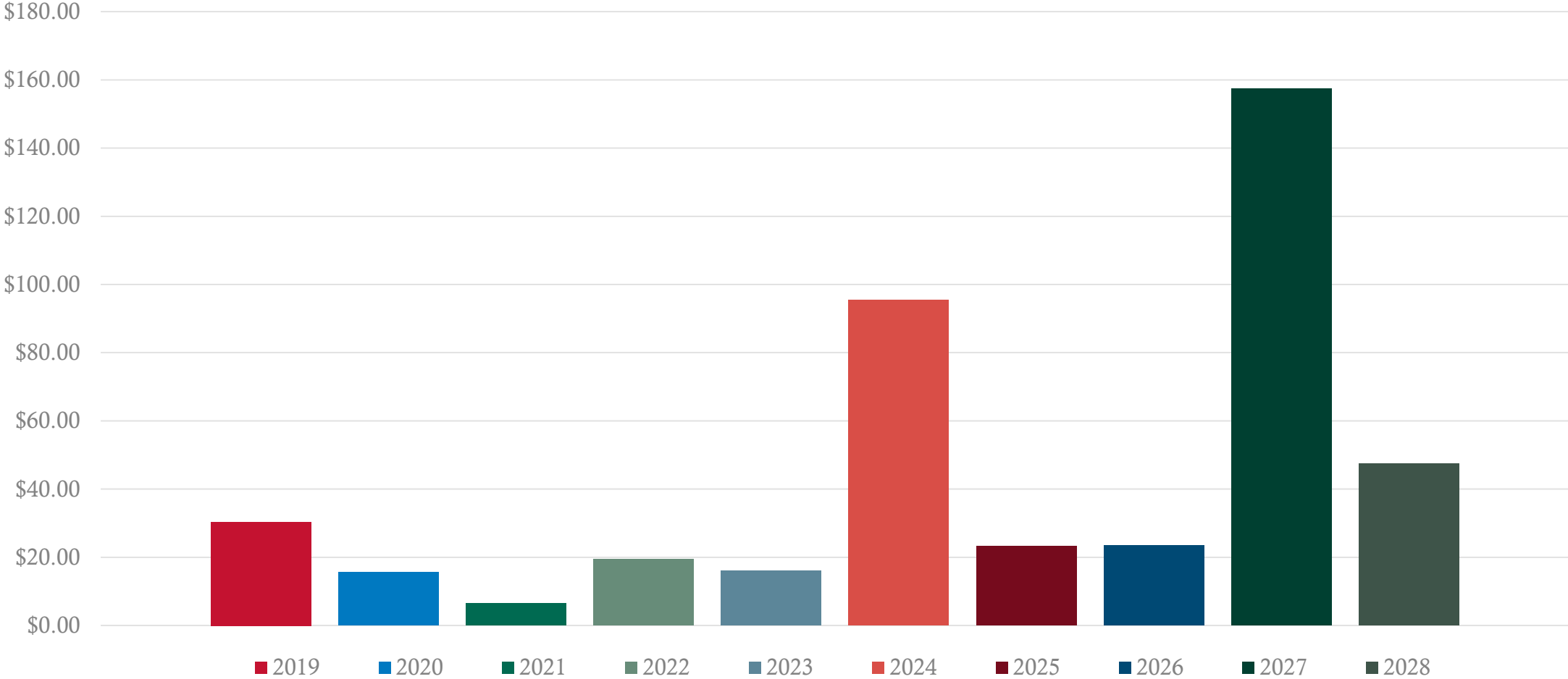


# Total Budget (in millions)



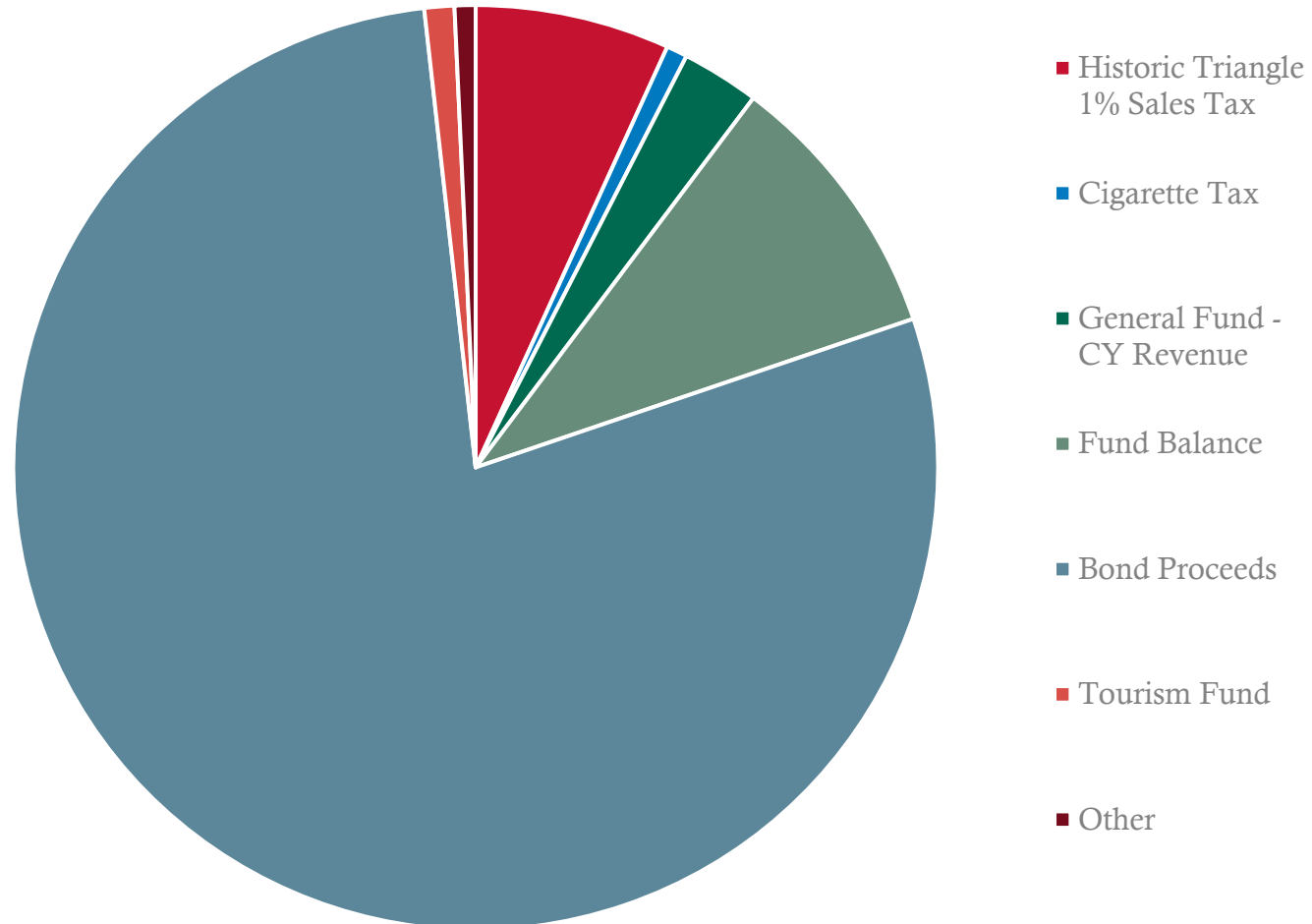


# Capital Budget – 10 Year Review (in millions)





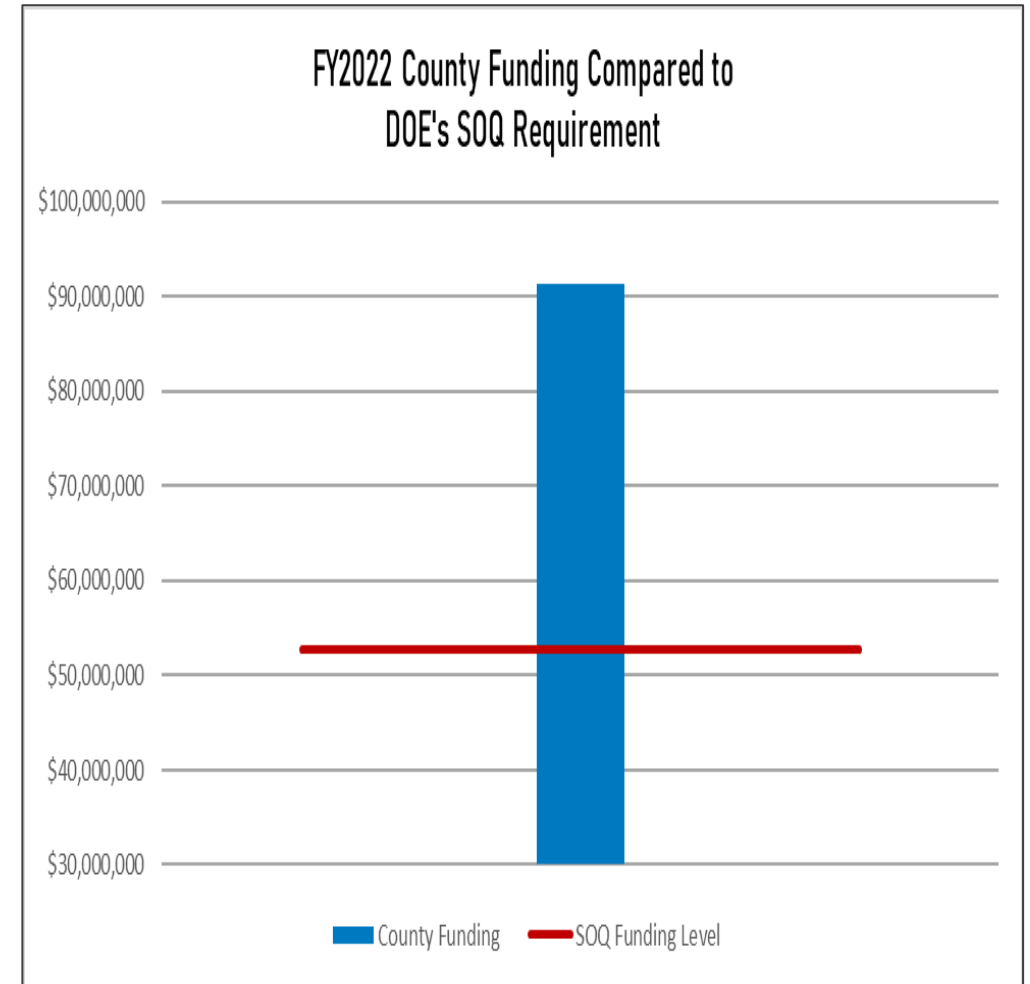
# Capital Funding Sources (in millions)





# WJCC School Funding (in millions)

- FY2024 funding = \$105.6M and includes funding for operations, debt service on school capital projects, and for the School Board's compensation.
- Up to an additional \$2M in local funding to be determined once General Assembly adopts its budget and the level of State funding is known.
- In addition, the County is contributing \$4.9M in pay-go funding for School capital projects next year
- SOQ requirement is \$52.8M



# Contributions to Outside Entities

Agencies	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected	FY2024 Budget
Williamsburg Regional Library	\$ 4,933,357	\$ 4,933,357	\$ 5,194,654	\$ 5,564,800	\$ 5,917,020
Virginia Peninsula Regional Jail	2,243,329	2,275,590	2,297,256	2,182,524	2,511,880
Williamsburg Area Transit Authority	708,761	637,885	709,000	708,760	708,760
Middle Peninsula Juvenile Detention Center	182,833	208,044	210,836	250,500	246,840
Colonial Group Home Commission	464,010	373,473	197,057	233,940	274,200
Health Services Entities	2,470,939	2,459,286	2,706,608	2,934,741	3,102,910
Community Services Agencies	232,886	228,886	249,000	261,700	259,830
Business & Regional Associations	134,930	114,316	152,313	162,078	163,130
Education & Environmental Agencies	363,113	369,345	401,573	410,808	429,130
Public Safety Agencies	219,232	218,413	231,406	296,019	298,770
<b>Total</b>	<b>\$ 11,953,390</b>	<b>\$ 11,818,595</b>	<b>\$ 12,349,703</b>	<b>\$ 13,005,869</b>	<b>\$ 13,912,470</b>



# FY2024 Budget Discussion

Board of Supervisors Business Meeting

April 25, 2023

**ITEM SUMMARY**

DATE: 4/25/2023

TO: The Board of Supervisors

FROM: Bradley Rinehimer, Assistant County Administrator

SUBJECT: Joint Exercise of Powers Agreement

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Ordinance	Ordinance

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Parman, Liz	Approved	4/14/2023 - 4:01 PM
Publication Management	Pobiak, Amanda	Approved	4/14/2023 - 4:04 PM
Legal Review	Parman, Liz	Approved	4/14/2023 - 4:06 PM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 8:35 AM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2023 - 11:10 AM
Board Secretary	Saeed, Teresa	Approved	4/18/2023 - 11:13 AM

## MEMORANDUM

DATE: April 25, 2023  
TO: The Board of Supervisors  
FROM: Bradley J. Rinehimer, Assistant County Administrator  
SUBJECT: Joint Exercise of Powers Agreement

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The County operates an Emergency Communications Center, a division of the Fire Department, to provide computer-aided dispatch services for Police, Fire, and Emergency Responders in the County. York County manages a Regional Emergency Communications Center providing computer-aided dispatch services in York County and the Cities of Williamsburg and Poquoson.

County Administration has explored the possibility of merging the County Emergency Communications Center with the Regional Emergency Communications Center and has determined that such a merger would be in the best interest of the County. The attached Ordinance approves of a Joint Exercise of Powers Agreement and authorizes the County Administrator to execute such an agreement and take steps necessary to accomplish the merger and to convert the County's Emergency Communications Center into a backup Emergency Communications Center as needed for the Regional Emergency Communications Center.

Staff recommends approval of the attached Ordinance allowing the County Administrator to execute such an agreement.

BJR/ap  
JtExerPwrs-mem

Attachment



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

JOINT EXERCISE OF POWERS

WHEREAS, Virginia Code Section 15.2-1300 allows any two or more political subdivisions to enter into agreements with one another for joint action; and

WHEREAS, Section 3.6 of the James City County Charter states that the Board of Supervisors is the policy determining body of the County and has the power to create, alter, or abolish County departments, bureaus, divisions, offices, or agencies; and

WHEREAS, the County operates an Emergency Communications Center, a division of the Fire Department, to provide computer-aided dispatch services for Police, Fire, and Emergency Responders in the County; and

WHEREAS, York County manages a Regional Emergency Communications Center providing computer-aided dispatch services for Police, Fire, and Emergency Responders in York County, the Cities of Williamsburg and Poquoson; and

WHEREAS, County Administration has explored the possibility of merging the James City County Emergency Communication Center with the Regional Emergency Communications Center to provide computer-aided dispatch services more efficiently; and

WHEREAS, the Board adopted a resolution on March 28, 2023, authorizing the County Administrator to negotiate an agreement with York County for consolidation of Emergency Communications.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby approve the Joint Exercise of Powers Agreement to operate a regional emergency communications center and authorizes the County Administrator:

1. To execute an agreement or agreements, in accordance with Virginia Code Section 15.2-1300, by and between James City County and/or York County, the Cities of Williamsburg and Poquoson for the joint operation of a regional emergency communications center; and
2. To take those steps necessary and appropriate to merge the County's Emergency Communications Center with the Regional Emergency Communications Center managed by York County; and
3. Upon execution of the aforementioned agreement or agreements and upon merger of the County's Emergency Communications Center with the Regional Communications Center managed by York County, to convert the County's Emergency Communications Center into a backup Emergency Communications Center as needed for the Regional Emergency Communications Center.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of April, 2023.

JtExerPwrs-ord

**ITEM SUMMARY**

DATE: 4/25/2023

TO: The Board of Supervisors

FROM: Tom Coghil, Director of Building Safety and Permits Division

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.23711 (A)(1) of Virginia and pertaining to the Board of Adjustments and Appeals

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**ATTACHMENTS:**

Description Type

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/14/2023 - 3:23 PM

**ITEM SUMMARY**

DATE: 4/25/2023  
TO: The Board of Supervisors  
FROM: Teresa J. Saeed, Deputy Clerk  
SUBJECT: Adjourn until 5 pm on May 9, 2023 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/14/2023 - 3:24 PM