

AGENDA
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
April 23, 2024
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. CONSENT CALENDAR

1. Acceptance of Funds - \$3,244 - Virginia Forfeited Asset Sharing Program
2. AsserWorks Fleet Management Software
3. Contract Award - \$241,751 - Additional Roll-off Truck
4. Contract Award - \$260,192 - Knuckle Boom Truck Replacement
5. Contract Award - Strategic Plan
6. Contract Renewal Fiber Optic Maintenance Services - Cable Associates, Inc.
7. Minutes Adoption

E. BOARD DISCUSSIONS

1. ARPA Funding Discussion
2. Fiscal Year 2025-2026 Budget
3. SUP-20-0010. 9537 Barnes Road. Hertzler Clearing and Grading - Progress Update
4. Virginia Opioid Abatement Authority
5. Government Center Update

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

1. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or

negotiating strategy of the public body pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, and specifically regarding 7402 Richmond Road.

J. ADJOURNMENT

1. Adjourn until 5 pm on May 14, 2024 for the Regular Meeting

MEMORANDUM

DATE: April 23, 2024

TO: The Board of Supervisors

FROM: Mark L. Jamison, Chief of Police
Nathan R. Green, Commonwealth's Attorney

SUBJECT: Acceptance of Funds - \$3,244 - Virginia Forfeited Asset Sharing Program

The James City County Police Department and the Williamsburg-James City County Commonwealth's Attorney's Office participate in the Virginia Forfeited Asset Sharing Program managed by the Virginia Department of Criminal Justice Services (DCJS). This program provides disbursement of funds received from the forfeiture of assets from drug enforcement activities to be used according to § 19.2-386.14 (D) of the Code of Virginia, "all forfeited property, including its proceeds or cash equivalent, received by a participating state or local agency pursuant to this section shall be used to promote law enforcement but shall not be used to supplant existing programs or funds."

The James City County Police Department and the Williamsburg-James City County Commonwealth's Attorney's Office have entered a Memorandum of Understanding (MOU) with the Tri-Rivers Drug Task Force (TRDTF). Through TRDTF, funds are routinely received through assets forfeited in drug arrests involving the manufacturing or distribution of dangerous narcotics in James City County and from similar cases the other members of TRDTF conduct. The specific sharing percentages are detailed in the MOU with the other members of the TRDTF. Funds may also be received, however, through local drug cases not investigated by TRDTF.

The expenditure of forfeited funds is restricted to law enforcement activities specified by DCJS.

Funds have been dispersed to the James City County Police Department and the Williamsburg-James City County Commonwealth's Attorney's Office in the amount of \$3,244.

Staff recommends acceptance of the funds and adoption of the attached resolution.

MLJ/NRG/ap
VAForfASPrm24-mem

Attachment

RESOLUTION

ACCEPTANCE OF FUNDS - \$3,244 - VIRGINIA FORFEITED ASSET SHARING PROGRAM

WHEREAS, the James City County Police Department and the Williamsburg-James City County Commonwealth's Attorney's Office participate in the Virginia Forfeited Asset Sharing Program managed by the Virginia Department of Criminal Justice Services (DCJS); and

WHEREAS, this program provides disbursement of funds received from the forfeiture of assets from drug enforcement activities to be used according to § 19.2-386.14 (D) of the Code of Virginia, "all forfeited property, including its proceeds or cash equivalent, received by a participating state or local agency pursuant to this section shall be used to promote law enforcement but shall not be used to supplant existing programs or funds"; and

WHEREAS, funds have been dispersed to the James City County Police Department and the Williamsburg-James City County Commonwealth's Attorney's Office in the amount of \$3,244.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts and appropriates funds of \$3,244 to the Special Projects and Grants Fund for the Police Department's and Commonwealth's Attorney's participation in the Virginia Forfeited Asset Sharing Program.

Revenues:

State - Police Department State Asset Forfeit Funds	\$2,272
State - Commonwealth's Attorney State Asset Forfeit Funds	<u>972</u>
Total	<u>\$3,244</u>

Expenditures:

Police Department State Asset Forfeit Funds	\$2,272
Commonwealth's Attorney State Asset Forfeit Funds	<u>972</u>
Total	<u>\$3,244</u>

Ruth M. Larson
Chair, 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>
NULL	_____	_____	_____	_____
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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of April, 2024.

MEMORANDUM

DATE: April 23, 2024

TO: The Board of Supervisors

FROM: William W. Stewart, Director of Fleet and Equipment

SUBJECT: Contract Award - \$137,680 - AssetWorks Fleet Management Software

The Fiscal Year 2024 Capital Improvements Program budget includes funds for the purchase of a replacement Fleet and Equipment operating software. This solution is to provide a web-based portal for Fleet management operating software. The system is used to create work orders, schedule repairs, parts processing, track fuel transactions, and technician's time. The software is also used for budgeting, planning, reporting, and billing.

Currently, Fleet and Equipment is using a system that was implemented more than 30 years ago. Although the system has had some updates, it is an antiquated system. Staff has been advised by our current software provider that our current software will be "sunsetting" August 31, 2025.

Fleet and Equipment manages 1,100 assets and over a year's time, processes nearly 3,000 work orders, 15,000 part issuances, and 24,000 fuel transitions.

Fleet and Equipment and Information Resources Management (IRM) worked together with Purchasing staff as an evaluation team to research options, establish requirements, review proposals, and attend demonstrations. AssetWorks was selected as the most qualified vendor. Implementation of the system will involve staff from Fleet and Equipment and IRM.

The vendor solution shall provide all software, training, system documentation, and all services necessary to provide an integrated system for James City County in accordance with the requirements of Equalis Group Cooperative Contract #COG-2123A. This contract will be multi-year, renewing annually at the annual subscription rate for five years, with the option to continue to renew thereafter annually upon agreement of the parties.

Staff recommends the adoption of the attached resolution authorizing the contract award to AssetWorks in the amount of \$137,680.

<u>Year 1</u>	<u>Implementation Costs</u>	<u>Annual Subscription</u>
Phase 1	\$103,120	\$ 34,560
Total Year 1		<u>\$137,680</u>
Year 2		\$ 40,000
Year 3		\$ 40,000
Year 4		\$ 40,000
Year 5		\$ 40,000

WWS/md
CA-AWrksFMS-rev-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$137,680 - ASSETWORKS FLEET MANAGEMENT SOFTWARE

WHEREAS, funds are available through the Fiscal Year 2024 Capital Improvements Program budget for the purchase of a replacement Fleet and Equipment operating software; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Equalis Group Cooperative Contract #COG-2123A issued a cooperative purchasing agreement with AssetWorks; and

WHEREAS, Fleet and Equipment, Information Resources Management, and Purchasing staff determined the contract specifications meet the County's requirements for a Fleet Operating System and negotiated a price of \$137,680.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with AssetWorks for Fleet and Equipment's operating software at \$137,680.

Ruth M. Larson
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

NULL
HIPPLE
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LARSON

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of April, 2024.

CA-AWrksFMS-rev-res

MEMORANDUM

DATE: April 23, 2024

TO: The Board of Supervisors

FROM: William W. Stewart, Director of Fleet and Equipment

SUBJECT: Contract Award - \$241,751 - Additional Roll-off Truck

The Fiscal Year 2024 Capital Improvements Program budget includes funds for an additional Solid Waste roll-off truck. This truck will be used daily for hauling, scrap metal, brush, mulch, tires, glass and all other recycled material, Parks & Recreation Department events, response to weather events, and other special projects.

In researching the specifications required for this type of truck, the proposed Mack Granite 64FR chassis with Galbreath roll-off body was determined to be the best configuration to meet the needs of the department.

In reviewing available options, staff determined the most efficient procurement method for this purchase is to use a cooperative purchasing contract, issued by Sourcewell Cooperative Contract #040621-WQI. The Sourcewell contract contains language allowing other localities to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. James City County has purchased several pieces of equipment utilizing Sourcewell cooperative contracts and Mid-Atlantic Waste Systems.

Staff recommend adoption of the attached resolution authorizing the contract award to Mid-Atlantic Waste Systems in the amount of \$241,751 for the additional roll-off truck.

WWS/md
CA-AddtROTruck-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$241,751 - ADDITIONAL ROLL-OFF TRUCK

WHEREAS, funds are available through the Fiscal Year 2024 Capital Improvements Program budget for the purchase of an additional Solid Waste roll-off truck; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Sourcewell Cooperative Contract #040621-WQI issued a cooperative purchasing agreement with Mid-Atlantic Waste Systems; and

WHEREAS, Fleet and Equipment, Solid Waste, and Purchasing staff determined the contract specifications meet the County's requirements for an additional roll-off truck and negotiated a price of \$241,751.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with Mid-Atlantic Waste Systems for an additional roll-off truck at a purchase cost of \$241,751.

Ruth M. Larson
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of April, 2024.

CA-AddtROTruck-res

MEMORANDUM

DATE: April 23, 2024

TO: The Board of Supervisors

FROM: William W. Stewart, Director of Fleet and Equipment

SUBJECT: Contract Award - \$260,192 - Knuckle Boom Truck Replacement

The Fiscal Year 2024 Capital Improvements Program budget includes funds for the planned replacement purchase of a 2008 knuckle boom truck. This truck is used for citizen and in-house bulk pick-ups, scrap metal, mulch, response to weather events, and other special projects.

In researching the specifications required for this type of truck, the proposed Freightliner M2 chassis with Pac-Mac knuckle boom body was determined to be the best configuration to meet the needs of the department.

In reviewing available options, staff determined the most efficient procurement method for this purchase is to use a cooperative purchasing contract, issued by Sourcewell Cooperative Contract #040621-HMC. The Sourcewell contract contains language allowing other localities to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy, and the Virginia Public Procurement Act. James City County has purchased several pieces of equipment utilizing Sourcewell cooperative contracts and Mid-Atlantic Waste Systems.

Staff recommend adoption of the attached resolution authorizing the contract award to Mid-Atlantic Waste Systems in the amount of \$260,192 for the replacement knuckle boom truck.

WWS/md
CA-KnkBmTrkRep-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$260,192 - KNUCKLE BOOM TRUCK REPLACEMENT

WHEREAS, funds are available through the Fiscal Year 2024 Capital Improvements Program budget for the purchase of a replacement Solid Waste knuckle boom truck; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Sourcewell Cooperative Contract #040621-HMC issued a cooperative purchasing agreement with Mid-Atlantic Waste Systems; and

WHEREAS, Fleet and Equipment, Solid Waste, and Purchasing staff determined the contract specifications meet the County's requirements for a replacement knuckle boom truck and negotiated a price of \$260,192.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with Mid-Atlantic Waste Systems for the replacement knuckle boom truck at a purchase cost of \$260,192.

Ruth M. Larson
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of April, 2024.

CA-KnkBmTrkRep-res

MEMORANDUM

DATE: April 23, 2024
TO: The Board of Supervisors
FROM: Jason Purse, Assistant County Administrator
SUBJECT: Contract Award - \$114,970 - Strategic Plan Consultant

James City County implemented its first strategic plan in November 2016. The success of that implementation can be seen from departmental work plans to the yearly budget, which references operational initiatives and capital projects identified in the original document. To maintain effectiveness, staff is proposing a refresh of the document to ensure the goals and initiatives continue to meet the needs of the community.

To help facilitate the review, a Request for Proposals was issued, and 13 proposals were reviewed. The County has selected Clarion Associates to conduct the 14-month update process. The proposal is attached for reference. The total project cost is \$114,970.

Staff recommends approval of the attached resolution approving the strategic plan update contract to Clarion Associates in the amount not to exceed \$114,970.

JP/md
CA-StrPlanCons-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$136,533 - STRATEGIC PLAN CONSULTANT

WHEREAS, the James City County Board of Supervisors approved the strategic plan in November 2016; and

WHEREAS, the implementation of that document can be seen in departmental work plans and the yearly budget document; and

WHEREAS, to ensure the goals and initiatives continue to meet the needs of the community, staff issued a Request for Proposals for consulting services, to review and update the strategic plan; and

WHEREAS, staff reviewed 13 proposals, and has selected Clarion Associates to conduct the 14-month update process.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$114,970 to Clarion Associates.

Ruth M. Larson
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

NULL
HIPPLE
MCGLENNON
ICENHOUR
LARSON

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of April, 2024.

CA-StrPlanCons-res



RFP #9-20240799

Strategic Plan Consultant Services

James City County, Virginia

Response prepared by:

CLARION

In collaboration with:

McBrideDALE
CLARION

TischlerBise
FISCAL | ECONOMIC | PLANNING

CLARION

101 Market Street, Ste. D
Chapel Hill, NC 27516
www.clarionassociates.com

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Cover Sheet

In compliance with this Request for Proposal and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this bid and is authorized to contract on behalf of the firm named below.

My signature on this solicitation constitutes certification that I or my designated representative have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the County. By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified.

The Undersigned certifies that he (they) are the only person (persons) interested in said project and that it is made without connection with other persons submitting a proposal on the same scope of services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the County is directly or indirectly interested in said proposal, or any portion thereof.

PROPRIETARY INFORMATION

YES () NO ☒

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.1-340 et seq.) are set forth below. (Additional sheet may be added if necessary.)

Offerors should indicate on the Cover Sheet the portions of their proposal that are proprietary. Please list the page numbers and the reason(s). Do not mark the whole proposal proprietary. If Proprietary information is stated, Offerors shall submit One (1) Original and One (1) Redacted copy (removing any proprietary data or material. Clearly identify on the Cover Sheet the "Original" and "Redacted" copy, as "Redacted Copy of Original Proposal" RFP# No. 9-20240799 "Strategic Plan Consultant Services".

Official Name of Company: Clarion Associates, LLC

Contractor License #: N/A

Type of Business: Planning & Zoning Professional Services Firm

*VA State Corporation Commission ID#: T0300725

Address where Company is registered: P.O. Box 7818

City/State/Zip: Fredericksburg, VA 22404-7818

Telephone: 540-373-2529

FAX: N/A

Email Address: laking@clarionassociates.com

Federal Tax ID: 84-1290530

Signature of Authorized Representative for Firm, certifying that the proposal as submitted complies with all Terms and Conditions as set forth in RFP #9-20240799

Print Name: Leigh Anne King

Title: Director

Signature: Leigh Anne King

Date: February 27, 2024

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 Yes #2 _____ #3 _____ #4 _____ (Please Initial)



March 4, 2024

James City County Purchasing Office
101-F Mounts Bay Road, Suite 300
Williamsburg, VA 23185

101 Market Street, Ste. D

Chapel Hill, NC 27516

919-967-9188

www.clarionassociates.com

Re: RFP # 9-20240799 Strategic Plan Consultant Services

Dear Members of the Evaluation Committee:

On behalf of the Clarion Associates team, I am pleased to submit this response to your request for proposals. Clarion Associates is a national planning and zoning consulting firm with offices in Chapel Hill, NC and Denver, CO and affiliate offices in Cincinnati, OH and Philadelphia, PA. Firm principals have decades of experience in assisting local governments to prepare comprehensive, strategic, and small area plans; growth management strategies; sustainability assessments; design approaches; and development codes for communities throughout the Southeast and across the nation. All of these efforts have required a strong focus on community engagement and a commitment to building support among diverse stakeholder groups on a wide range of issues.

To provide James City County with a complete array of strategic planning services, Clarion Associates is joined by McBrideDale Clarion and TischlerBise. These partners will bring to the project decades of expertise in strategic and comprehensive planning that meets the needs of this project: fiscal and economic impact analysis, infrastructure financing studies, and innovative public engagement strategies. Our team blends understanding of James City County through previous work, a track record of developing innovative planning solutions across Virginia, and national expertise to bring best practices and locally-tailored recommendations for this Strategic Plan effort.

The Clarion team excels in the practice areas required for this effort and we have received awards for several of our projects. We are known for generating plans driven by responses to community needs, legal frameworks, fiscal considerations, and infrastructure impacts; conducting highly successful public engagement processes; and crafting plans that are designed to inform budgetary and capital investment decisions to ensure implementation. We are excited about the prospect of working with James City County on this important initiative and welcome an opportunity to discuss our proposal with you in person.

Sincerely,

A handwritten signature in black ink, appearing to read "Leigh Anne King".

Leigh Anne King, AICP, Director

laking@clarionassociates.com | 919-391-6856

OUR TEAM

REFERENCES SECTION OF RFP:
PAGE 17, SECTION B: SPECIFIC PROPOSAL
INSTRUCTIONS, PARAGRAPH A.

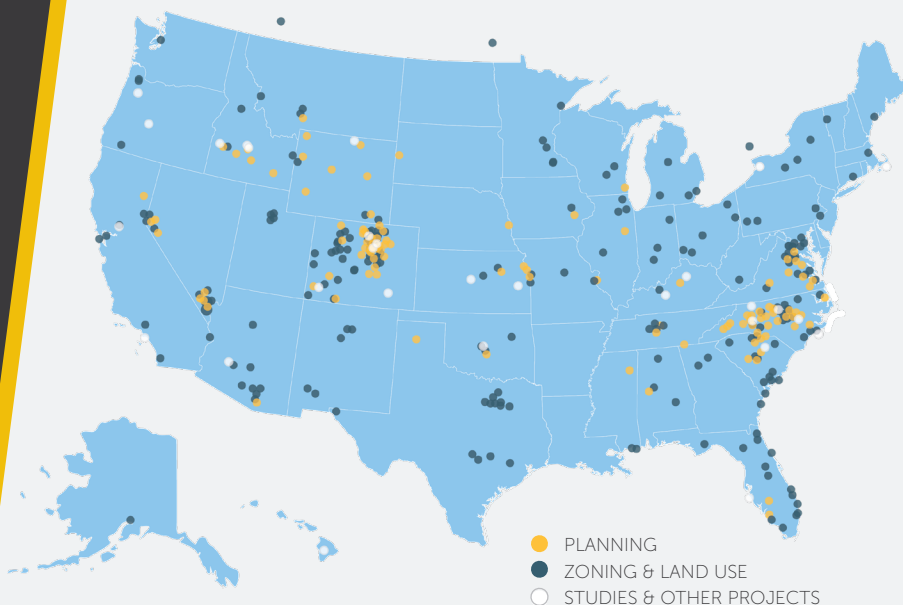
CLARION

919-967-9188

www.clarionassociates.com

Clarion Associates is a national land-use consulting firm with offices in Denver, Colorado and Chapel Hill, North Carolina, and affiliate offices in Cincinnati and Philadelphia. Since our founding in 1992, Clarion has become particularly known for its expertise in comprehensive planning, development regulations, and plan implementation. We have developed expertise in a broad range of services, including:

- Community and regional plans;
- Community and stakeholder engagement;
- Sustainable plans and codes;
- Zoning codes and development regulations;
- Growth management; and
- Plan implementation strategies.



32
years of
effective land
use solutions



20
staff to meet the
needs of our client
communities



600+
diverse community
partnerships



132
adopted
community plans



244
adopted
development codes

EXPERIENCE Public sector plans and codes have been Clarion's core focus for more than 20 years. Many of our staff members have experience working on both plans and codes. This "cross-training" enables allows us to not only provide effective plan and policy direction, but to also build in recommendations regarding future code updates that may be needed to implement the plan. We are often hired to implement those recommendations following the adoption of the plan—either through targeted code amendments as an extension of the plan process or as a standalone code rewrite. Clarion has a reputation for preparing plans and codes that are accessible to stakeholders and the community while still being very strong on substance to ensure that they meet the needs of plan administrators and decision-makers. We accomplish this by focusing on organizational structure, the development of clear and concise policy language, legibility of key plan concepts, and use of illustrative graphics and images. We are highly experienced at translating complex concepts and technical data into user-friendly language and graphics.

WHY US Clarion takes a hands-on approach with all of its projects. Our ability to do this is supported by our emphasis on maintaining a relatively small, but highly skilled and efficient staff. We establish strong working relationships with our clients that extend from the first set of meetings through adoption.



McBride Dale Clarion (MDC) is a consulting firm based in Cincinnati, Ohio, whose staff focuses on comprehensive and land use planning, zoning codes, and development services. Anne McBride and Greg Dale founded MDC in 1999. The professionals at MDC strive to provide customized services to all of our clients. Our planners consistently produce award winning plans. We assist clients across the country and navigate planning processes and stakeholder engagement to create implementable plans with a perspective in both the public and private sectors of development

We are experts in...

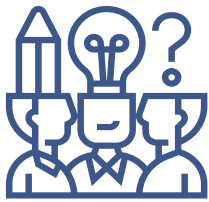
- › Zoning regulations
- › Comprehensive plans
- › Downtown plans and strategies
- › Architectural and development guidelines or standards
- › Neighborhood plans and design standards
- › Area plans
- › Land use plans
- › Redevelopment and development plans
- › Citizen participation strategies
- › Sustainable development practices
- › Client representation with communities
- › Multi-jurisdictional and regional planning

CONTACT

Greg Dale, FAICP
5721 Dragon Way, Suite 300
Cincinnati, Ohio 45227
efields@mcbriedale.com
c: 513.561.6232

Our Philosophy is to focus on community values; the regulatory, fiscal, and administrative capacities; and the recognition of the form and function of the built and natural environment as the framework to provide direction on our planning products.

We believe the most successful planning processes are built around the following concepts:



Respect Individual Community Character And Values

- › Identify community character and specific design preferences.
- › Draft innovative plans and recommendations to ensure that new development respects and protects established community character.



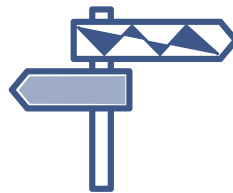
Practical Actions

- › Successfully blend creative thinking with hard-nosed and realistic plans that work efficiently in practice.
- › Use a range of tools and systems to ensure convenient use of plans and guidelines.



Sound Intelligent Information

- › Thoroughly understand the technical realities of executing a vision in the community.
- › Analyze existing guidelines and processes in detail.
- › Employ transparent issue identification processes and establish a solid foundation for the planning process.



A Forward Thinking Approach

- › Create plans that help urban communities remain flexible and adaptable in the face of changing trends and technologies.
- › Incorporate practices and tools that help plans remain responsive and relevant in the global context.



www.tischlerbise.com

4701 Sangamore Road, S240
Bethesda, MD 20816
(301) 320-6900

TischlerBise is a fiscal, economic, and planning consulting firm specializing in fiscal/economic impact analysis, impact fees, market feasibility, infrastructure financing studies, and related revenue strategies. Our firm has been providing consulting services to public agencies for over thirty years. In this time, we have prepared over **1,000 fiscal/economic impact evaluations and over 1,000 impact fee/infrastructure financing studies** – more than any other firm. Through our detailed approach, proven methodology, and comprehensive product, we have established TischlerBise as the leading national expert on revenue enhancement and cost of growth strategies.

TischlerBise, Inc., was founded in 1977 as Tischler, Montasser & Associates. The firm became Tischler & Associates, Inc., in 1980 and TischlerBise, Inc., in 2005. The firm maintains offices in Bethesda, Maryland and Boise, Idaho. It employs nine (9) professionals, and our legal addresses are:

Principal Office

L. Carson Bise, AICP, President
4701 Sangamore Rd, Suite 240
Bethesda, MD 20816
301.320.6900 x12 (w)
carson@tischlerbise.com

Idaho Office

Colin McAweeney, Senior Analyst
4315 W Fort Street
Boise, ID 83702
colin@tischlerbise.com

TEAM ORGANIZATION CHART

This section provides an overview of each team member's role, qualifications, and experience. Our team brings a range of technical and project management experience to the Strategic Plan project. A bio for each team member is provided on the following pages.

LEIGH ANNE KING, AICP
ROLE: PROJECT MANAGER



CLARION

EMILY GVINO, MCRP, MPH
LEAD PLANNER

ADDIE SHERMAN
GRAPHIC DESIGN COORDINATOR

McBrideDALE
CLARION

C. GREGORY DALE, FAICP
STRATEGIC PLANNING ADVISOR

TischlerBise
FISCAL | ECONOMIC | PLANNING

L. CARSON BISE, II, AICP
FISCAL AND ECONOMIC CO-LEAD

JULIE HERLANDS, AICP
FISCAL AND ECONOMIC CO-LEAD



TEAM MEMBERS



CLARION

Leigh Anne King, AICP, LEED AP DIRECTOR

Leigh Anne King is a Director in Clarion’s Chapel Hill office and leads the east coast planning practice. She has worked with local governments for more than 20 years to develop sustainable community plans, comprehensive plans, strategic and implementation action plans, affordable housing studies, growth management strategies, and open space planning initiatives. She was the lead author or core contributor of ten award winning plans, including the APA Daniel Burnham Award winning Charlotte Future 2040. Leigh Anne speaks regularly at national and state conferences on the topics of comprehensive and strategic planning, affordable workforce housing, and other planning topics. She serves as a co-chair for the APA-NC’s Affordable Housing Task Force. Before joining Clarion, Leigh Anne worked for a national land conservation nonprofit.

EDUCATION

Master of City and Regional Planning
Univ. of North Carolina, Chapel Hill, NC

Bachelor of Arts
Univ. of Tennessee, Knoxville

AFFILIATIONS

American Institute of Certified Planners
Member

American Planning Association
North Carolina Chapter

Leadership in Energy & Environmental
Design Accredited Professional

EXPERIENCE

Clarion Associates, LLC
2005 - Present

Research Assistant
Center for Urban and Regional Studies
2004-2005

Land Use Programs Coordinator
The Conservation Fund
2000 - 2003

Project Manager
American Secure Care
1998 – 2000

REPRESENTATIVE PROJECTS

Comprehensive and Strategic Community Plans

- James City County, VA | 2035 Strategic & 2045 Comprehensive Plans
- Buncombe County, NC | 2043 Comprehensive Plan
- Camden County, NC | 2035 Comprehensive Plan
- Cary, NC | Cary Community Plan and Special Planning Areas
- Charlotte, NC | Charlotte Future 2040 & Plan Implementation Projects
- Clemmons, NC | Comprehensive Plan
- Columbia, SC | Housing Element of the Comprehensive Plan
- Davidson, NC | What's Next Davidson Comprehensive Plan & Implementation Guidebook
- Fredericksburg, VA | Comprehensive Plan
- Greenville, NC | Comprehensive Plan and Special Area Plans
- Henrico County, VA | HenricoNext Comprehensive Plan
- Iredell County, NC | Horizons Comprehensive Plan 2030 and 2045
- Kannapolis, NC | Comprehensive Plan
- Lexington County, SC | Grow with Us Comprehensive Plan
- Mooresville, NC | OneMooresville Comprehensive Plan
- Orange County, NC | 2050 Land Use & 2035 Comprehensive Plans
- Overland Park, KS | Framework OP Comprehensive Plan
- Portsmouth, VA | Build One Portsmouth Comprehensive Plan
- Richland County, SC | Comprehensive Plan
- Statesville, NC | Statesville 2045 Land Development Plan
- Wake County, NC | PlanWake Comprehensive Plan



Planning | Zoning & Land Use | Sustainability & Resiliency



CLARION

Emily Gvino, MCRP, MPH

ASSOCIATE

Emily is an associate in Clarion's Chapel Hill office. She is passionate about helping communities plan for a resilient and sustainable future and engage the community in thoughtful and equitable ways. Emily brings an interdisciplinary approach to Clarion's team, specializing in the environmental/climate, resilience, and health aspects of planning. In addition to experience speaking on national and international platforms, Emily has established a strong foundation in equitable engagement and policy writing across public and private sector roles. Emily holds a bachelor's degree in Urban and Environmental Planning from the University of Virginia, and a Master of Public Health and a Master of City and Regional Planning from the University of North Carolina at Chapel Hill.

EDUCATION

Master of City and Regional Planning
Master of Public Health
Univ. of North Carolina, Chapel Hill, NC

Bachelor of Urban & Environmental
Planning
Univ. of Virginia, Charlottesville, VA

CERTIFICATIONS

Natural Hazards Resilience Certification,
Univ. of North Carolina, Chapel Hill, NC

Gillings on the Ground
Disaster Response Certification
Univ. of North Carolina, Chapel Hill, NC

AWARDS

Best Master's Project, People's Choice,
Department of City and Regional Planning
UNC-CH (2021)

PREVIOUS EXPERIENCE

Strategic Consultant & Project Manager
The Water Institute at UNC
2021-2023

Research Assistant
UNC Lineberger Comprehensive
Cancer Center
2019-2021

Research Assistant
Carolinas Integrated Sciences
and Assessments
2019-2020

Planning Internships, Graduate School:
Alta Planning + Design, Town of Chapel
Hill Public Works, Chatham Habitat for
Humanity

PROJECT SKILLS

- Equitable stakeholder and public engagement
- Needs assessments and survey development
- Public health & comprehensive planning
- Project management
- Research, data analysis, & writing

REPRESENTATIVE PROJECTS

Emily Gvino has been involved in numerous projects throughout the U.S.

Comprehensive Plans

- **Buncombe County, NC** | Comprehensive Plan
- **City of Wilson, NC** | Comprehensive Plan Update
- **Henrico County, VA** | Comprehensive Plan
- **Orange County, NC** | Comprehensive Land Use Plan
- **Overland Park, KS** | Comprehensive Plan

Other Projects

- **City of Charlotte, NC** | Community Benefits Lookbook, Catalog of Elements for Equitable Development Report
- **NC Capital Area Metropolitan Planning Organization** | Southeast Area Study Update
- **Ohio Department of Transportation** | Walk.Bike.Ohio Plan*
- **Baltimore, MD** | Regional Transportation Needs Guidebook*
- **Morehead City, NC** | Disaster Risk Reduction and Resilience Policy Case Study & Stakeholder Workshops*
- **Chatham County, NC** | Chatham Habitat for Humanity Homeownership Impact Study*



Planning | Zoning & Land Use | Sustainability & Resiliency



CLARION

Addie Sherman

GRAPHICS & MARKETING COORDINATOR

Addie is the Graphics and Marketing Coordinator in Clarion's Chapel Hill office. At Clarion, Addie helps fashion creative tools for public engagement and works with project leads to produce effective graphics for plans, development codes, and other work products. Her current work involves website design, graphic design, 3D renderings, document design, and GIS mapping. Prior to joining Clarion, Addie worked for a consulting firm in Cincinnati, where she provided critical planning and design recommendations based on site analysis, feasibility studies, and zoning and land use evaluations. She received her bachelor's degree in urban planning from the University of Cincinnati.

EDUCATION

Bachelor of Urban Planning
University of Cincinnati, Cincinnati, OH

Graphic Design Continuing Education
Rhode Island School of Design

EXPERIENCE

Graphics & Marketing Coordinator
Clarion Associates
2019 - Present

Planning Associate
Urban Fast Forward
2018 - 2019

PROJECT SKILLS

Graphic Design
Web Design
3D Modeling
Public Engagement Strategies
Print and Digital Publication
Document Design and Formatting

KEY PROJECTS

Code Graphics

- **Henrico County, VA** | Zoning and Subdivision Ordinance Update
- **Kannapolis, NC** | Unified Development Ordinance
- **Maury County, TN** | Unified Development Ordinance
- **Montgomery, AL** | Unified Development Ordinance
- **Mooreville, NC** | Unified Development Ordinance
- **Tuscaloosa, AL** | Zoning and Subdivision Ordinance Update

Branding & Websites

- **Chatham County, NC** | Unified Development Ordinance Branding and Website
- **Henrico County, VA** | Comprehensive Plan Website
- **Iredell County, NC** | Comprehensive Plan Branding and Website
- **Maury County, TN** | Unified Development Ordinance Website
- **Orange County, NC** | Comprehensive Plan Branding and Website
- **Statesville, NC** | Land Development Plan Branding

Document Design

- **Buncombe County, NC** | Comprehensive Plan
- **Charlotte, NC** | Community Benefits Lookbook
- **Davidson, NC** | Implementation Guidebook
- **Iredell County, NC** | Comprehensive Plan
- **James City County, VA** | Public Engagement Reports
- **Lexington County, SC** | Comprehensive Plan
- **Overland Park, KS** | Comprehensive Plan



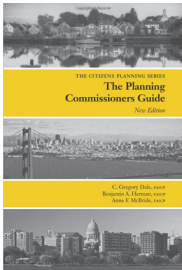
Planning | Zoning & Land Use | Sustainability & Resiliency

C. GREGORY DALE, FAICP

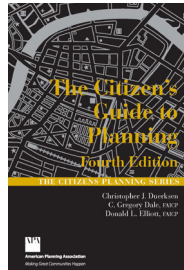
Principal

Greg Dale is a founding Principal with McBride Dale Clarion. He has managed planning projects throughout the country and has expertise in comprehensive plans, strategic growth and area plans, land use regulations, citizen outreach programs, and planning for historic areas. He also provides expert testimony on planning, zoning, and land use development issues.

PUBLICATIONS



The Planning Commissioners Guide 2013



The Citizen's Guide To Planning 2009

PLANNING COMMISSIONER'S JOURNAL

Mr. Dale has been a contributing columnist for the Planning Commissioners Journal since it was established in 1991. He has contributed forty articles dealing with a range of planning issues, including how to address difficult ethical issues.

RELEVANT PROJECT EXPERIENCE

Williamson County, TN

Growth Management Plan- current
Comprehensive Land Use Plan Update - 2020

Suffolk, VA

Comprehensive Land Use Plan Update- current

Clinton County, OH

Comprehensive Plan Update - 2022

Lady's Island, SC

Comprehensive Land Use Plan -2018

Columbia/ Richland County

Comprehensive Land Use Plan- 2015

STRATEGIC PLANNING EXPERIENCE

McBride Dale Clarion has recently been assisting a number of communities with creating strategic visions for their futures. Previous work includes strategic planning and visioning efforts with Harrison Township, Ohio, and Golf Manor, Ohio. Currently, MDC is working with Englewood, Ohio on their strategic plan process.

James City County, Virginia



EDUCATION

University of Cincinnati | DAAP Master's
in Urban Planning

Georgetown College | Georgetown, KY
B.S., Political Science and Sociology, Cum
Laude

CERTIFICATIONS

Fellow of the American Institute of
Certified Planners 004684

AREAS OF EXPERTISE

- › Intergovernmental Coordination
- › Public Participation
- › Land Use & Comprehensive Plans
- › Growth Management Plans

PUBLIC SERVICE

- › Ohio Chapter of the American Planning Association, President, 1986-1988
- › APA Chapter Presidents' Council, Executive Committee, 1988-1990
- › APA Planning and Law Division, Secretary/Treasurer, 1990-1992
- › Cincinnati Historic Conservation Board, Former Board Member
- › Columbia Tusculum Economic Development Corporation, Founding Trustee
- › American Planning Association, Member

L. Carson Bise, II, AICP, President

Carson Bise started his career as a local Planner in Virginia, and has over 25 years of fiscal, economic and planning experience. He **has conducted fiscal and infrastructure finance evaluations in 37 states, including the Commonwealth of Virginia.** Mr. Bise has developed and implemented more fiscal impact models than any consultant in the country. The applications which Mr. Bise has developed have been used for evaluating multiple land use scenarios,



specific development projects, annexations, urban service provision, tax-increment financing, and concurrency/adequate public facilities monitoring. Mr. Bise is also a leading national figure in the calculation of impact fees, having completed over 200 impact fees. Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. **His most recent publications are *Fiscal Impact Analysis: Methodologies for Planners*, published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards*, also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets*.** Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission's Smart Growth Toolkit and is featured in the recently released AICP CD-ROM Training Package entitled The Economics of Density. Mr. Bise is currently on the Board of Directors of the Growth and Infrastructure Finance Consortium and **recently Chaired the American Planning Association's Paying for Growth Task Force.** He is an Affiliate of the National Center for Smart Growth Research & Education.

EDUCATION

M.B.A., Economics, Shenandoah University

B.S., Geography/Urban Planning, East Tennessee State University

B.S., Political Science/Urban Studies, East Tennessee State University

SPEAKING ENGAGEMENTS

- Fiscal Impact Assessment, AICP Training Workshop, APA National Planning Conference
- Dealing with the Cost of Growth: From Soup to Nuts, ICMA National Conference
- Demand Numbers for Impact Analysis, National Impact Fee Roundtable
- Calculating Infrastructure Needs with Fiscal Impact Models, Florida Chapter of the APA Conference
- Economic Impact of Home Building, National Impact Fee Roundtable
- Annexation and Economic Development, APA National Conference
- Economics of Density, APA National Conference
- The Cost/Benefit of Compact Development Patterns, APA National Conference
- Fiscal Impact Modeling: A Tool for Local Government Decision Making, ICMA National Conference
- Mitigating the Impacts of Development in Urban Areas, Florida Chapter of the APA
- Impact Fee Basics, National Impact Fee Roundtable
- Fiscal Impact Analysis and Impact Fees, National Impact Fee Roundtable

Julie Herlands, AICP, Vice President

Julie Herlands is Vice President with TischlerBise and has over 20 years of planning, fiscal, and economic development experience. Prior to joining TischlerBise, Ms. Herlands worked in the public sector in Fairfax County, Virginia, for the Office of Community Revitalization and for the private sector for the International Economic Development Council (IEDC) in their Advisory Services and Research Department. Her economic, fiscal impact, and impact fee/infrastructure finance experience with TischlerBise includes a wide range of assignments in over 15 states with significant presence in Virginia. She is a frequent presenter at national and regional conferences. **She is a Past Chair of**



the Economic Development Division of the APA and chaired the APA Task Force on Planning and Economic Development.

EDUCATION

Masters of Community Planning, University of Maryland

Bachelor of Arts, Political Science, University of Buffalo

RELEVANT EXPERIENCE

- Alexandria, Virginia – *Fiscal Impact Model*
- Fairfax, Virginia – *Fiscal Impact Model*
- Falls Church, Virginia – *Fiscal Impact Model*
- Fauquier County, Virginia – *Capital Impact Model and Study*
- Frederick County, Virginia – *Capital Impact Model and Study*
- Goochland County, Virginia – *Capital Impact Model and Study*
- Henrico County, Virginia – *Impact Fee Study; Cash Proffer Study; Fiscal Impact Model*
- Isle of Wight County, Virginia – *Fiscal Impact Analysis for Comprehensive Plan; Capital Impact Model*
- James City County, Virginia – *Strategic Plan; Fiscal Analysis for Comprehensive Plan; Fiscal Model*
- Loudoun County, Virginia – *Fiscal Impact Analysis for Comprehensive Plan*
- Portsmouth, Virginia – *Fiscal and Economic Analyses for Comprehensive Plan and Supporting Efforts*
- Prince William County, Virginia – *Impact Fee Study*
- Stafford County, Virginia – *Impact Fee Study*

SPEAKING ENGAGEMENTS

- *What Are the Costs to Serve Development?* APA National Planning Conference
- *Local Fiscal Challenges and Planning Solutions*, APA National Planning Conference
- *Cash Proffers and Impact Fees*, APA Virginia Chapter Annual Conference
- *Economic Development for Planning Practitioners*, Training Workshop, APA National Planning Conference
- *Proffers vs. Impact Fees: The Virginia Experience*, National Impact Fee Roundtable
- *Impact Fee—Or Is It?* APA National Planning Conference
- *Integrating Planning with School Demands*, APA National Planning Conference
- *Planning and Fiscal Reality*, APA National Planning Conference
- *Land-Value Capture for Community Benefits*, 2018 APA Learn Online Course

TEAM QUALIFICATIONS

Clarion Associates' professionals are known nationally as practice area leaders for developing community plans with a strong focus on implementation. Clarion works with its local government partners to find ways to operationalize planning through decision-making processes, budgeting and capital improvement planning, and departmental work plans. We provide here a few examples of our work to assist communities to implement their visions.



JAMES CITY COUNTY, VA

2035 Strategic Plan and 2045 Comprehensive Plan

[2035 Strategic Plan](#)

[Engage 2045](#)

[2045 Comprehensive Plan](#)

Clarion Associates, along with McBride Dale Clarion, TischlerBise, and PlanFriel, assisted James City County with the development of the County's first strategic plan. Organizing and prioritizing more than 30 plans and studies including the comprehensive plan, the 2035 JCC Strategic Plan provides a structure for funding and implementing the myriad projects and programs supported by the community. It sets out priorities in 5, 10, 15, and 20 year increments and establishes the collective revenue needs to fund all the initiatives. Clarion worked with the County to identify a process for integrating the Strategic Plan into annual budgeting and capital improvement planning processes. Departmental work plans are now guided by the goals of the Strategic Plan.

Clarion then partnered with James City County, along with EPR, P.C., Michael Baker International, and TischlerBise, to update the James City County Comprehensive Plan through the Engage 2045 process. Clarion led development of the project branding and the public engagement process that

includes four critical milestones for developing the plan's policy direction: Listening and Envisioning, Exploring and Testing, Deciding and Affirming, and Planning and Implementing. This process was designed as a cumulative public engagement process that tests and reaffirms the public input findings from the previous round of engagement. The plan effort was directed by the five public input priorities identified through the first round of engagement and used these priorities to develop the plan's goals, strategies, and actions framework. Clarion also assisted in developing the executive summary of the Plan and the plan's implementation approach that directly links to the County's new Strategic Plan. This plan was adopted in October 2021.

Reference Information

Tammy Rosario, Assistant Director, Community Development

(757) 253 - 6688

tammy.rosario@jamescitycountyva.gov



DAVIDSON, NC

Comprehensive Plan and Implementation Guidebook

[View the Plan](#)

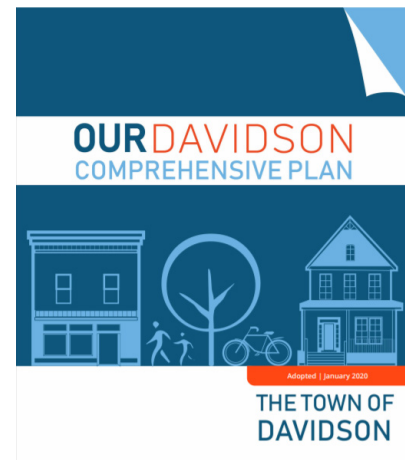
The Town of Davidson is known nationally for its progressive planning, urban placemaking, and small college-town character. Home to the historic Davidson College and located in northern Mecklenburg County, Davidson has worked carefully over the last two decades to manage growth and enhance community design.

Building on several recent planning efforts, including the Davidson Rural Area Plan, the Davidson Mobility Plan, and the Town's Strategic Plan, Town leaders initiated a process to create a renewed community vision. The Town hired Clarion Associates in the fall of 2018 to lead the process to update the Comprehensive Plan – What's Next Davidson. The project scope included development and facilitation of the public engagement process, analysis of conditions and trends, and drafting the Comprehensive Plan.

Recent community discussions raised ideas about how past plans had been implemented. To address these ideas and honor prior planning efforts, the process began with a decentralized public engagement strategy focused on high-level planning principles. The second phase of the engagement process included a Conversation on What's Next community forum that offered small group opportunities to discuss three critical questions for the Town's future, and the Shaping What's Next multi-day workshop that resulted in a growth framework and visual preferences for community placemaking.

With that guidance, the Clarion team worked with the Plan Advisory Group over a series of meetings to share the draft plan and refine for public review and comment. Several important new tools were included in this draft, including a new Growth Management Tiers Map and related Utility Service and Annexation Criteria, and the Conservation and Growth Framework that identifies character areas to guide development in the Town's planning area and priority areas for public or private conservation efforts.

The final version of the comprehensive plan was adopted by commissioners in January 2020. Clarion then worked with Davidson to prepare an Implementation Guidebook for the plan, which connected the comprehensive and strategic plans and created a framework for implementation. The plan won a special recognition award by the North Carolina Chapter of the American Planning Association.



Reference Information

Jason Burdette, Planning Director

(704) 940-9621

jburdette@townofdavidson.org



CHARLOTTE, NC

2040 Comprehensive Plan and Implementation Projects

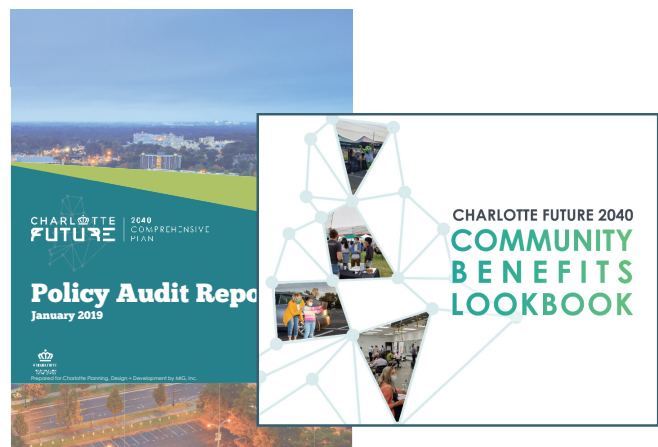
[View the Plan](#)

In 2018, Charlotte, North Carolina, embarked upon a monumental effort to lead the south in developing the most robust, equitable and inclusive comprehensive planning effort. Focused not only on including people of color and marginalized residents as part of planning engagement, the Charlotte Future 2040 Comprehensive Plan is designed to take an equitable lens in evaluating all components of the plan framework. This effort began by fully embracing the legacy of racial injustice and how past policies led to inequities.

Joining a team led by MIG, Inc., Clarion Associates was the project lead for developing a policy synthesis and analysis of over 50 community plans – setting the foundation for the new comprehensive plan. Clarion then led development of a multi-departmental and city partner effort to develop the Plan Framework. Guided by ten visionary goals, this plan framework sets the stage for implementing several “big ideas” for Charlotte including eliminating exclusionary zoning policies for neighborhoods, creating a culture of developer-community collaboration, creating a robust program of reparations and restorative justice, prioritizing equitable TOD (E-TOD) along trail and trail corridors, and implementing the City’s Strategic Energy Action plan through development of Resilient Innovation Districts. The Charlotte Future 2040 Plan was adopted in June 2021. The plan won a special recognition award by the North Carolina Chapter of the American Planning Association in 2022. In the fall of 2023, the plan was awarded the Daniel Burnham Award for a Comprehensive Plan from the national American Planning Association.

The Plan identified the advancement of methods for securing community benefits as a critical focus

for plan implementation efforts. To move this effort forward, City staff were instructed to establish a Community Benefits Task Force to continue these discussions. The outcome focused upon defining community benefits, evaluating the current processes in place to secure them, and developing a plan to assist Charlotteans in future community benefits endeavors while expanding current processes to support these efforts. Clarion helped lead this effort that culminated into the Community Benefits Lookbook. The Lookbook included a Toolbox, comprised of resources to help those in the community and development field work toward equitable community benefits, and an Action Plan, aimed to highlight ideas that can be operationalized to improve equity regarding benefits.

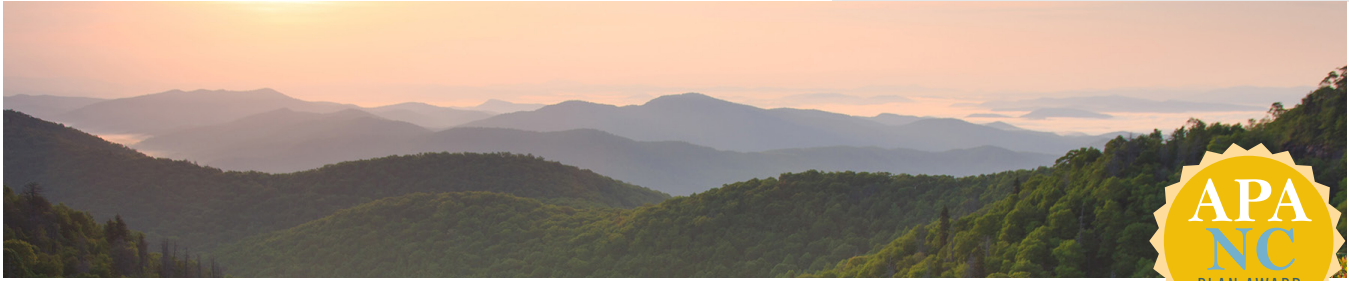


Reference Information

Alysia Osborne, Division Manager, Long Range and Strategic Planning

(704) 336 - 8364

alysia.osborne@ci.charlotte.nc.us



BUNCOMBE COUNTY, NC

Buncombe 2043 Comprehensive Plan

[View the Plan](#)

In the fall of 2021, Clarion was retained by Buncombe County, NC, to assist with the development of Buncombe 2043, a new comprehensive plan aiming to guide growth in the county for the next twenty years. Throughout the plan process, there was an intentional focus on equity, sustainability, resiliency, and regionalism. Equity was the key lens for the plan and the other three topics were important priorities. The plan components are a result of the input from county commissioners, staff, community stakeholders and a planning committee as well as 50 community input opportunities, which took place over online meetings, in-person meetings and informational tables at a number of festivals and events. Feedback on the future of the county was accepted and encouraged from residents of all ages. Over 2,900 residents participated in planning events.

Our teaming partners worked to identify current environmental conditions and related issues including energy/sustainability initiatives, water quality, working lands/farm lands, and natural lands. Once these issues were identified, they developed strategies related to resiliency and hazard mitigation, working lands, farmland, conservation, and parks and greenways/trails.

The Buncombe 2043 plan established several key implementation steps to operationalize equity in land use decision-making. County staff consider the Community Index Map and Equity Index Tool the impacts of proposed developments as part of development review.

Buncombe 2043's key themes built upon previous County work such as the Racial Equity Action Plan

and the Strategic Plan. Buncombe 2043 provides policy guidance to update Buncombe County's Strategic Plan, which occurs every 5 years. The comprehensive plan also informs the decision-making and initiatives through the annual budget process, capital investments, and regulatory updates.

The plan was unanimously adopted in May 2023. It received two APA NC 2023 Marvin Collins Awards for a large community Comprehensive Plan and for Engagement.

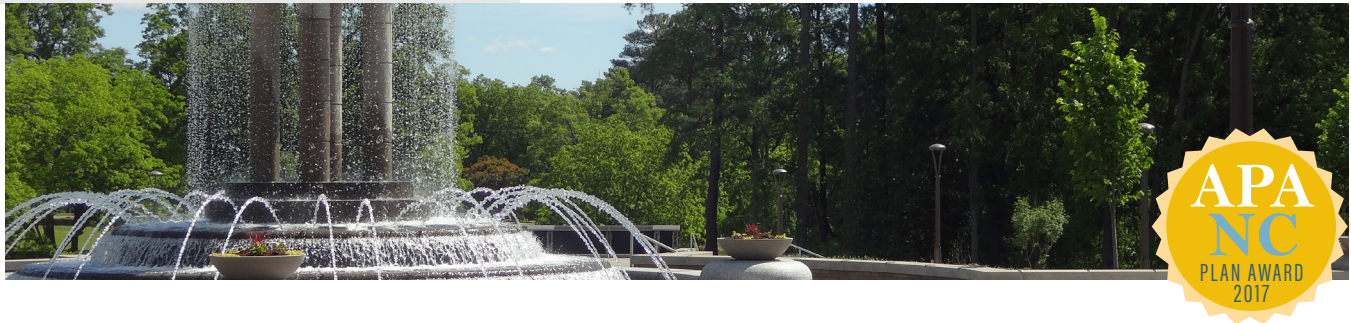


Reference Information

Gillian Phillips,
MPA, AICP,
Long Range Planning Division Manager

(828) 250-4852

gillian.phillips@buncombecounty.org



CARY, NC

Cary Community Plan

[View the Plan](#)

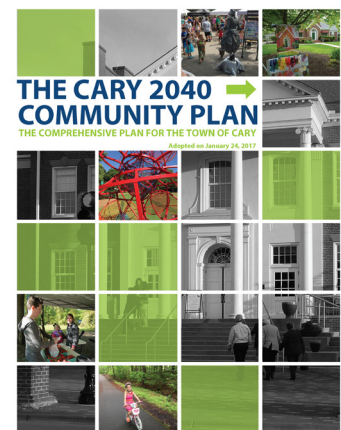
The Town of Cary has for decades been one of the premier communities in North Carolina and the Southeast, and is increasingly being recognized as one of the best places to live in the country. Clarion was hired to lead a multidisciplinary team to prepare the Phase 1 Charter document (“the plan for the plan”), and to lead the multi-year Phase 2 effort to develop the Cary Community Plan. The Cary 2040 Community Plan is shaped by the most robust public engagement process in the Town’s history that integrated technical analysis and community values.

This process included development of a character-based approach to land use planning, providing greater flexibility for actual land uses and more guidance regarding the design and place making components to help guide new development and redevelopment. In addition to the town-wide land use and character plan, the plan included five special area plans, including the prominent Eastern Cary Gateway - the location of one of the last significant undeveloped areas with Interstate 40 interchange access in the Town.

The planning process included an in-depth integration of the updates to the Town’s Comprehensive Transportation Plan and the Town’s Land Use Plan. This included both high level testing of the Town’s long range transportation plan to support the town-wide vision for future growth, and small area planning to create coordinated transportation and land use solutions that support community character objectives. The plan was unanimously adopted by the Cary Town Council January 2017. The plan won a special recognition

award by the North Carolina Chapter of the American Planning Association at the 2017 state conference.

Following the adoption of the Imagine Cary Community Plan in 2017, a Project Implementation Team (“pit crew”) was established. The pit crew included town staff who were responsible for evaluating and prioritizing the strategic initiatives and actions identified in the plan. The implementation processes for the plan are documented through Council Quarterly reports and the plan’s policies are used to evaluate new development projects as well as new Cary capital investment projects. During the annual budgeting process, staff ranks new initiatives based on their alignment with the plan, ensuring the prioritization of initiatives that match the community’s goals.



Reference Information

Scot Berry, Chief Development Officer
(919) 469-4046



Comprehensive Plan Update, Zoning Code Update, & Staff Services

CITY OF SPRINGDALE, OHIO



Project Status :

Adopted 2022

Team :

Elizabeth Fields
Greg Dale
Swapna Natesh Babu

Reference :

Andy Kuchta
Economic Development Director
Springdale, OH
P. 513.346.3977
E: akuchta@springdale.org

Project Brief: In 2020, MDC worked with the City of Springdale to update their Comprehensive Plan: Plan Springdale. Based on the feedback from staff and the public, the plan thoroughly evaluates the current conditions of the economy, housing stock and public services, and presents a community driven framework that can help the city go about revitalizing Springdale and re-branding the city as a regional attraction. The plan also highlights development opportunities present around the under-utilized, large lot commercial structures within the city and provides guidelines for adaptive reuse and redevelopment. The plan was successfully adopted in Spring 2022.

MDC has also maintained a long standing and successful professional relationship with the City of Springdale and has assisted the city on numerous occasions in the past. Our team helped update their Zoning Ordinance in 2015 and have been previously retained to update their code multiple times. MDC's Anne McBride, FACIP (with support from Elizabeth Fields, AICP), serves as Springdale's staff planner and regularly assists the city with regulatory processes and services.



Comprehensive Land Use Plan Update

WILLIAMSON COUNTY, TENNESSEE



WILLIAMSON2040
Preserve ↔ Enhance ↔ Envision

Project Status :

Adopted 2020

Team :

Greg Dale

*in collaboration with TischlerBise
& KCI*

Awards : 2020 Excellence in
Land Use Initiatives Award by the
Greater Nashville Regional Council

Reference :

Michael Matteson
Planning and Zoning Director
Franklin, TN
P: 615.790.5726
E. michael.matteson@
williamsoncounty-tn.gov

Project Brief: In 2005, MDC and Clarion Associates assisted Williamson County with the development of a Comprehensive Land Use Plan. The foundation of the plan is a set of seven major themes, each with corresponding goals and strategies, which set the stage for the vision of the county's future. The themes address key issues in the county such as the tremendous growth pressures and changes that were a result of new regional transportation improvements and substantial investment from the country music industry since 2000.

In 2018, MDC was retained to update the plan. Five residential density scenarios were prepared and tested for fiscal (TischlerBise) and transportation network impacts. This effort was essential in the County's decision to reduce residential densities in rural areas. Currently, the citizens, steering committee, and Board of Mayor and Aldermen have all endorsed a reduction of density from one unit an acre to one unit per five acres based on the findings of the scenario analysis.



Comprehensive Plan Update

CITY OF FRANKFORT & FRANKLIN COUNTY, KENTUCKY



Project Status :

In Process

Team :

Elizabeth Fields
Kyle Gibbs
Max Merritt

*in collaboration with Human Nature
and Strand Associates*

Reference :

Eric Cockley
Director - Planning & Community
Development
Frankfort, KY
P: 502.352.2100
E: ecockley@frankfort.ky.gov

Project Brief: In 2022, McBride Dale Clarion, in collaboration with Human Nature and Strand Associates, began work updating the joint comprehensive plan for the City of Frankfort and Franklin County. This is an exciting opportunity for the city and county to re-evaluate their priorities and policies regarding growth and development, tourism, character and identity, transportation, and natural resource conservation.

Two committees have formed to help guide this plan, an executive steering committee comprised of high-level city and county representatives and an advisory committee comprised of a mix of residents and stakeholders representing various interests and ideals. Public engagement is a priority of the project and throughout phase one of the project MDC conducted two public meetings with around 80 participants and an online survey with over 300 responses. This engagement will continue and expand throughout the process.

Regular updates, project information, resources, and engagement opportunities are available on the project website (created by MDC) www.distilledtogether.com.



Thrive 2055: Regional Strategic Plan

16-COUNTY TRI-STATE INITIATIVE



<p>COMMUNITY</p> <p>We are proud of where we live; we love our mountains, valleys, and rivers, we love our homes, and we will not lose that which makes us special.</p>	<p>LEADERSHIP</p> <p>We will inspire and nurture leadership to be champions of our thriving region.</p>	<p>CONNECTIONS</p> <p>We will make connections between ideas, decisions, actions, and places to drive our success.</p>	<p>COMPETITIVENESS</p> <p>We will be prepared to work together to compete in a national and global economy so that all of our people have an opportunity to succeed.</p>	<p>COLLABORATION</p> <p>We value our independence as individuals, we value our autonomy as local communities and governments, and we are prepared to collaborate as a region to prepare for our own future.</p>
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*Website and public relations campaign
honorable mention-advertising awards*

Project Status :

Adopted 2015

Team :

Greg Dale

in collaboration with Clarion Associates, Kimley-Horn and Associates, Brown Pearman and Russell, Arthur C. Nelson, Fregonese Associates, OCHS, and Anne Culture

Reference :

Bridgett Massengill
President | CEO - Thrive Regional Partnership
Chattanooga, TN
P: 423.541.3888
E: bmassengill@thriveregionalpartnership.org

Project Brief: Thrive 2055 is a 16-county tri-state initiative that covers the Greater Chattanooga, Tennessee Region (including 79 jurisdictions in Alabama, Georgia, and Tennessee). In 2011, a consortium of local stakeholders selected the multi-disciplinary team led by McBride Dale Clarion to organize and create a regional strategic plan.

MDC was instrumental in organizing stakeholders and creating an engaging process to evaluate current practices, identify regional issues, establish a regional vision and priorities, and initiate actions to make meaningful change within the region.

Since the plan's adoption, the region has continued efforts under the "Thrive Regional Partnership" organization, which has accomplished many of the plan's recommendations including securing a federal grant from the state department of transportation by convening non-traditional freight across state lines; creating a unified front for landscape conservation across the tri-state region; equipping 15 rural and small communities with tools to build economic vibrancy and resiliency; and the creation of a Geohub for decision-makers across the region to access the latest data about the region.



Area Plan

LADY'S ISLAND, SOUTH CAROLINA



Project Status :

Adopted 2019

Team :

Greg Dale
Rachel Gombosch

Reference :

Robert Merchant
Assistant Director, Beaufort
County Community Development
Beaufort, SC
P: 843.255.2148
E: robm@bcgov.net

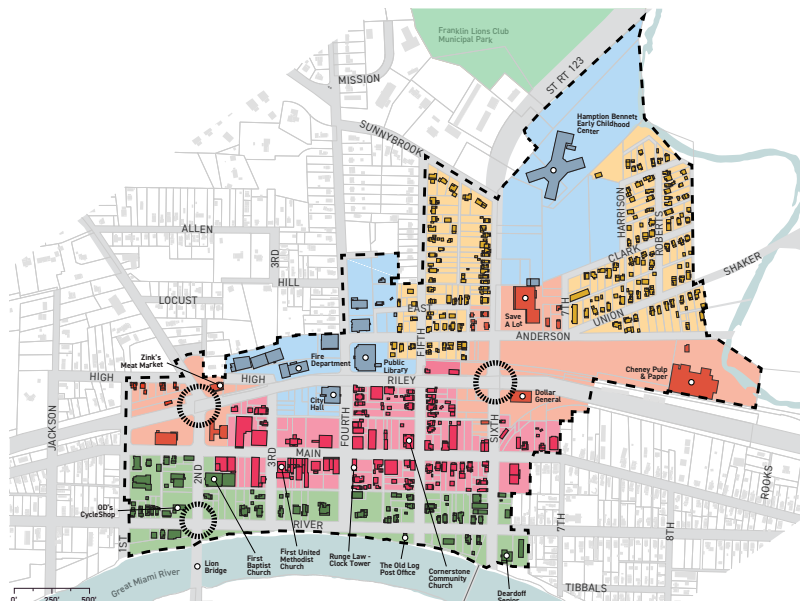
Project Brief: As part of our ongoing partnership with Beaufort County to implement their Regional Plan, MDC prepared the first joint plan for Lady's Island. This plan summarizes the results of a broad-based community planning process for Lady's Island. It was developed through a collaborative effort between Beaufort County, the City of Beaufort, the Town of Port Royal, multiple community organizations, advocacy groups, and many citizens. This plan includes a summary of the forces and trends influencing the island, a vision that reflects the values of the community, guidelines for new development, recommendations for managing growth relative to infrastructure, and actions needed to make the plan a reality.

The plan synthesizes existing plans and takes a fresh look at the island, providing new approaches and ideas to manage the growth pressures on the island. The City and County adopted the plan in early 2019.



Downtown Master Plan, Zoning Regulations, and Staff Services

CITY OF FRANKLIN, OHIO



Project Status :

Adopted 2022

Team :

Elizabeth Fields
Swapna Natesh Babu
Kyle Gibbs

Reference :

Jonathan Westendorf
City Manager
Franklin, OH
P: 937.746.9921 ext 1101
E: jwestendorf@franklinohio.org

Project Brief: McBride Dale Clarion developed the Downtown Master Plan with the City of Franklin. This plan establishes a strong vision for the downtown's future that embraces the potential of the city and promotes an exciting, safe and comfortable place.

The Master Plan takes stock of the current conditions, amenities, and struggles. After extensive input from the community, the plan identified major opportunities, goals, and implementation steps. Five planning areas and key gateways with corresponding strategies, guidelines and standards, and recommended uses that will guide future development.

The Master Plan was adopted in early 2022 and is being embraced by city leadership. New zoning regulations for the Downtown area were adopted shortly after the adoption of the plan. New zoning districts were created that mimic the planning area boundaries. This allows the easy implementation of the Downtown vision.



Our Award Winning Projects



SPRINGDALE, OHIO

Plan Springdale: Comprehensive Plan

2023 APA Ohio Best Comprehensive Plan for a Small Jurisdiction (less than 100,000 people)



DUBLIN, OHIO

Dublin Historic Design Guidelines

2022 State Historic Preservation Office Awards by the Ohio History Connection



WILLIAMSON COUNTY, TENNESSEE

Comprehensive Land Use Plan

2020 Excellence in Land Use Initiatives Award by the Greater Nashville Regional Council (GNRC)

2008 Tennessee APA Outstanding Comprehensive Plan Award for a Large Community



PORTSMOUTH, VIRGINIA

Build One Portsmouth: Comprehensive Plan

2019 APA Award for Resilient Virginia Community of the Year - In association with Clarion Associates, The Miles Agency, TischlerBise, UNC Asheville, planning NEXT & Kimley-Horn



CITY OF COLUMBIA & RICHLAND COUNTY, SOUTH CAROLINA

Plan Together

2016 SCAPA Outstanding Multi-Jurisdictional Plan - In association with Clarion Associates & planning NEXT



CINCINNATI, OHIO

Plan Cincinnati: A Comprehensive Plan for the Future

2014 Daniel Burnham Award for a Comprehensive Plan and 2013 Ohio APA Outstanding Plan - In association with planning NEXT

COLUMBUS, OHIO

East Franklinton Creative Community District Plan

2013 National Planning Excellence Award for Innovation in Economic Development & Planning - In association with Goody Clancy & planning NEXT

WILLIAMSON COUNTY, TENNESSEE | ZONING ORDINANCE

2013 Tennessee APA Award for Best Implementation Project and 2013 Greater Nashville Regional Council's Local Government Award



James City County – Strategic Plan Technical Support; Fiscal Impact Analysis for the Comprehensive Plan; and Fiscal Impact Model (2016-current)

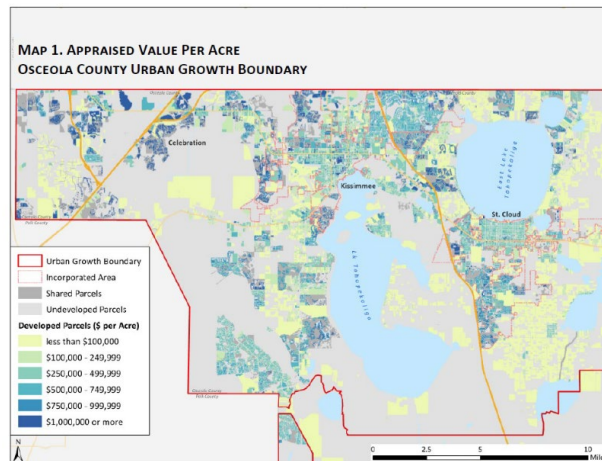
TischlerBise has been working with James City County on fiscal sustainability issues since the 2016 Strategic Plan effort. We provided technical and analytic support for the Strategic Plan regarding fiscal implications of implementation actions. TischlerBise was then part of the Comprehensive Plan team where we evaluated the fiscal impact of future growth and developed two models for the County to analyze the fiscal impact of development projects as well as to track ongoing fiscal impacts of growth. TischlerBise continues to work with the County to update and refine the fiscal models to support County staff to support the Strategic Plan goals of Exceptional Public Services and Fiscally Efficient Government.

City of Portsmouth – Fiscal and Economic Assessments for the Comprehensive Plan (2017-18)

TischlerBise was part of a larger team retained to create a new type of Comprehensive Plan for the City of Portsmouth, Virginia. Portsmouth is an older port town in the Hampton Roads area of Virginia with limited land for development as well as challenging redevelopment conditions. The Plan aimed to create a more sustainable and resilient future—including economic prosperity, flood mitigation, and resiliency. TischlerBise supported the effort through a series of foundational documents assessing the City's fiscal, economic, and retail conditions. In addition, TischlerBise was retained on supplemental analyses for a subarea plan as well as a fiscal and economic analysis for a transformational City redevelopment opportunity. The City's Comprehensive Plan, *Build One Portsmouth*, was awarded the **2019 Resilient Virginia Community of the Year** by APA Virginia.

Osceola County, Florida – Strategy for a Sustainable Future: Fiscal Sustainability in Osceola County (2017)

TischlerBise worked with Osceola County to explore Fiscal Sustainability in the County. TischlerBise conducted a two-part analysis. Phase I was an evaluation of “place types” in the County with a detailed examination of property values and revenue potential per acre. This initial analysis included revenues only and culminated in the *Strategy for a Sustainable Future: Fiscal Sustainability*, presented to the



PLACE TYPES

To gain a better understanding of property and land values, TischlerBise analyzed some of the distinct development patterns found in the County—called place types in this study. Place types, which were identified by County staff, include both residential and mixed-use land uses. Place types were identified based on location and age of development, as well as dominant characteristics such as housing density, urban form, and street connectivity.

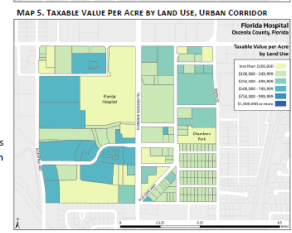
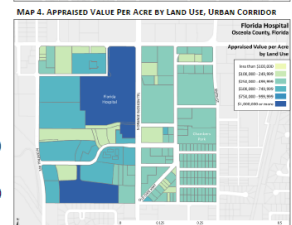
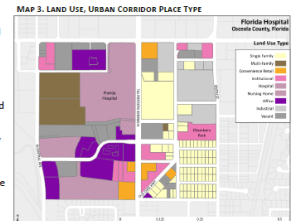
With the exception of tourist commercial (in which virtually the only residential is resort residential), the place types include various types and levels of residential and non-residential development. The place types (along with the representative areas of the County analyzed) are as follows:

- 1. Residential**
 - Rural Enclave (Boggy Creek)
 - Outer Ring Suburban (Poinciana)
 - Curvilinear Suburban (The Oaks)
 - Inner Ring Suburban (SVI, Florida Parkway)
 - Multifamily Suburban (Columbia Dyer)
- 2. Mixed Use**
 - Traditional Downtown (Kissimmee, St. Cloud)
 - Urban Corridor (Florida Hospital area)
 - Commercial Suburban (The Loop)
 - Tourist Corridor (Embassy Suites area, W192)

METHODOLOGY FOR ANALYSIS

A series of maps for each place type (such as Maps 3-5, shown at right) identify land uses, appraised values per acre, and taxable values per acre. In general, the following comparisons are made between place types.

- 1. Comparison of type of land uses and appraised value per acre.**
- 2. Comparison of type of land uses and taxable value per acre.** (It should be noted that this does not reflect a per-parcel evaluation, but rather an average by land use, applied to the respective land use.)



County Commission and local municipalities. The analysis identified the current effects of land consumption and development patterns in the County with key findings of higher relative value of higher density and mixed use place types.

Phase II of the study was a more complete investigation into fiscal impacts of development patterns and growth in the County that included both revenues and costs. It included the estimated operating and capital costs to serve existing development as well future growth in three geographic areas of the County. The study areas reflected three stages of development:

- 1. Developing Community:** An area of the County that is rapidly growing in a traditional suburban land use pattern.
- 2. Future Development:** An area of the County slated for future development with additional connectivity and planned for a mix of uses. The Future Development Area includes two timeframes—development at the end of Year 25 and projected total at Buildout (given the anticipated long-term nature of future growth in this area).
- 3. Mature Community:** An area of the County that is almost built out with a traditional suburban land use pattern.

PROJECT SCOPE AND SCHEDULE

PROJECT UNDERSTANDING

Situated in the Lower Peninsula of Virginia, James City County offers boundless recreation opportunities, historical and agricultural tourism, shopping and dining destinations, and more for residents and visitors alike. With an excellent track record of public and private partnerships both locally and regionally, community engagement efforts, fiscal responsibility, and plan implementation, James City County is well-situated to launch an innovative and thorough Strategic Plan update process. This planning initiative will provide the foundation for clarifying community priorities, improving or “right-sizing” government operations, guiding capital investments and fiscal decision-making, building future partnerships, implementing effective and achievable targets, and evaluating progress.

The update of the Strategic Plan will involve essential questions for those invested in James City County’s future and well-versed in County operations. What worked well with the first Strategic Plan? How can community members, County departments, the Board of Supervisors, and others align their visions for James City County’s future to achieve a new strategic direction? What should be amended or adjusted to address changes in the community experienced in the years following the first Strategic Plan’s adoption? How will the new plan incorporate action items from the recently adopted 2045 Comprehensive Plan?

We’re excited about the opportunity to partner with James City County again. In 2015, Clarion Associates and a team of sub-consultants worked with County staff to develop the first Strategic Plan. In 2019, Clarion Associates supported the Engage 2045 process as part of the development of the Comprehensive Plan update and created linkages between the two plans. The County and its government staff’s dedication to robust public engagement and effective implementation efforts are a winning combination for this Strategic Plan effort.

We offer here our recommendation for partnering to develop the County’s updated Strategic Plan and welcome the opportunity to explore these ideas in person with the County’s selection committee.

PROPOSED SCOPE OF SERVICES

The following scope of services is a series of tasks, with deliverables, to facilitate the development of the updated James City County Strategic Plan. The project schedule, tasks, and deliverables include work components for both the Clarion team and County staff. Project management, roles and responsibilities of participating entities, and the complete scope of services are provided here.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
INSTRUCTIONS, ITEMS E
AND G.

PROJECT MANAGEMENT

The Clarion team will work directly with the Strategic Plan's project manager to finalize the work program and schedule, organize the Technical Advisory Group, coordinate preparation for and publicity of public meetings, and review work products. Clarion's project manager and coordinator will meet with the County's project manager as part of each trip to James City County and will conduct regular virtual meetings to provide status reports and coordinate on the management of the project and review project deliverables. Clarion's project management team will also prepare project website content to be published on the County's Strategic Plan webpage at each phase of the project.

ROLES AND RESPONSIBILITIES OF PARTICIPATING ENTITIES

The approach for organizing the entities involved in leading and engaging in this process is set out below. This approach is designed to maintain transparency to all interested parties throughout the process and incite engagement at targeted points in the process where inputs are needed.

0.1: BOARD OF SUPERVISORS (BOS)

The Board of Supervisors is the ultimate implementer of the County's updated Strategic Plan and has a critical role throughout this process. The Clarion team will have an initial meeting with the BOS at the start of the process to meet our team and discuss the strategic plan objectives and expected outcomes. Additionally, the Clarion team will meet with the BOS at strategic milestones in the process. This would be a courtesy update approach, and we would not be requesting formal approval from the BOS at these meetings. However, it would provide an opportunity to share interim work products to BOS members and receive their input throughout the process.

0.2: TECHNICAL ADVISORY GROUP (TAG)

The Technical Advisory Group will serve as the sounding board throughout the planning process. The TAG will assist with the evaluation of the current Strategic Plan, provide guidance on the new strategic planning themes and goals of the plan, assist with preparing and prioritizing the inventory of implementation actions and related cost-estimates, and help to identify more effective ways to operationalize implementation of the plan and measure its performance over time. This information can be channeled back to the BOS to inform decisions made during the process. We recommend that this group be appointed by the County Administrator's office and include representatives from all County departments and services. This group will be responsible for providing technical information to the Clarion team to prepare analyses (particularly operational assessments of County staffing capacity, facilities, and services; and evaluation of funding priorities). This group will meet nine times over the course of the one-year project.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
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INSTRUCTIONS, ITEMS E
AND G.

REFERENCES
SECTION OF RFP:
PAGE 14, SECTION I:
PURPOSE, PARAGRAPH 4,
BULLET 4.

0.3: KEY PUBLIC AND PRIVATE SECTOR STAKEHOLDERS

In the first phase of work, the Clarion team will conduct stakeholder interviews with key public and private sector representatives that have a stake in this process. This may include some members of the Technical Advisory Group to gain a better understanding of trends, conditions, and opportunities in the County, as well as economic and fiscal conditions. Task 1.3 identifies specific stakeholders recommended for these interviews.

0.4: THE GENERAL PUBLIC

Throughout this process, the general public – citizens, business and property owners, and anyone interested in the future of James City County – will have an opportunity to keep abreast of the project, review interim work products, and engage at defined points where public input is solicited. The focus will be on ensuring a transparent and open process for all to be involved in.

SCOPE OF SERVICES BY PHASE

PHASE 1: SETTING DIRECTION - REVIEW AND EVALUATION OF EXISTING PLAN (MONTHS 1-3)

Phase 1 initiates the project with a set of meetings with County staff, the Technical Advisory Group (TAG), and the Board of Supervisors. The specifics of the public engagement strategy for the duration of the project will be established in coordination with County staff during this phase.

TASK 1.1: INITIAL RECONNAISSANCE AND PROJECT LAUNCH

During Task 1, we will meet with the County's project manager to set a strategy for project management, finalize the work plan, specifics of the public engagement strategy, list of stakeholder interviews, and schedule. The Clarion team will work with County staff to set the final public participation strategy into action, with emphasis on outreach and communication through a series of two workshops to occur at specific milestones over the course of the project. Coordination with the Board of Supervisors (BOS) will be discussed to ensure they are briefed during key milestones throughout the project. The specific dates for the BOS meetings will be determined through coordination between the Project team (County and Clarion team project managers). An online Project Management Plan will be prepared to organize schedules, communications, and review processes throughout the project.

TASK 1.2: PROJECT BRANDING AND PUBLIC COMMUNICATIONS STRATEGIES

As part of the kickoff meeting with County staff, the Clarion team will discuss project branding ideas and project communication channels (e.g., social media, project webpage, etc.) and how these will be used, coordinated, and managed over the life of the project. The Clarion team will develop project

REFERENCES
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REFERENCES
SECTION OF RFP:
PAGE 14, SECTION I:
PURPOSE, PARAGRAPH 4,
PARAGRAPH 3, NUMBERED
ITEM 1: SETTING
DIRECTION.

webpage content to provide information about the Strategic Plan and reflect upcoming events and status updates. We will provide advertising and publicity guidance to the County during this period. This could include preparing the content for such communications to be distributed by County staff, such as social media content, press releases, and email blasts. County staff will be responsible for completing advertising, outreach, and publicity tasks through their distribution channels or through other media, such as including content in County newsletters or email lists, updating the project webpage on the County's website with information about the Strategic Plan, and other communications.

TASK 1.3: STAKEHOLDER INTERVIEWS

Stakeholder interviews will be conducted to ascertain the benefits and shortcomings of the currently adopted Strategic Plan, identify new strategic planning themes that should be addressed through the plan, and finally provide recommendations for ways to engage the broader community in Strategic Plan public engagement activities.

TASK 1.3A – COUNTY GOVERNMENT STAFF INTERVIEWS

The Clarion team will hold a series of ten stakeholder interviews with County department representatives to gain a better understanding of trends, conditions, and opportunities in the County with respect to staffing capacity, community facilities, and services. This will also include discussions on new services, programs, or infrastructure investments that are underway or should be considered for inclusion in the Strategic Plan. Participants will also be asked for their ideas on entities that James City County can partner with for implementation that may be included in the Strategic Plan.

TASK 1.3B – COMMUNITY INTERVIEWS

In-person or virtual interviews will be conducted with 10 to 12 community stakeholders. Leveraging the work prepared in the Foundations Report that supported development of the 2035 Strategic Plan, each session will help to define the new or refined strategic planning themes that should be addressed in the updated Strategic Plan. Participants will also be asked for their ideas on entities that James City County can partner with for implementation that may be included in the Strategic Plan. Each interview will take 45 minutes to one-hour. The list of stakeholders may include but not be limited to representatives from existing economic development organizational partners, local/regional developers, business owners, neighborhood association leaders, community partner organizations, environmental and conservation organizations, and others. As an alternative to one-on-one interviews, or in conjunction with more limited interviews, small focus group sessions, composed of 6 to 10 people each, may be employed. Each focus group session will take between one to two hours. The specific list of stakeholders for interviewing will be determined at the kickoff meeting with County staff (Task 1.1).

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
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AND G.

TASK 1.4: KICKOFF MEETING WITH TECHNICAL ADVISORY GROUP

We will facilitate a kickoff meeting with the Technical Advisory Group (TAG) for the purpose of (1) introducing the consultant team, (2) sharing the purpose and objectives of the project, (3) sharing the roles and responsibilities of various parties involved in the project, (4) sharing the work plan, project schedule, and public engagement approach, and (5) discussing the Strategic Planning Themes identified in the 2035 Plan's Foundation Report and any items that should be revised or added. This meeting will also include an exercise to share feedback on the benefits and shortcomings of the currently adopted Strategic Plan and provide insights on how to improve the plan.

TASK 1.5: BOS MEETING TO BRIEF ON PROJECT OBJECTIVES AND INITIAL DISCUSSION ON STRATEGIC PLAN IMPROVEMENTS

The Clarion Team will facilitate a kickoff meeting with the Board of Supervisors to define and confirm the objectives for the project, share the project approach and schedule, and engage Supervisors in a discussion about the aspects of the County, particularly public services and facilities, that make James City County unique and how these should be supported in the updated Strategic Plan. If time permits, the BOS could also provide insights on what has worked well with the currently adopted Strategic Plan, and what could be improved.

TASK 1.6: IMPLEMENTATION AUDIT

Working remotely with the County's project managers and the Technical Advisory Group, the Clarion team will prepare an implementation audit of the current Strategic Plan to identify (1) capital projects and operational initiatives that have been achieved and can be removed from the plan, (2) identify methods that are working well to implement the Strategic Plan and methods that should be improved or implemented (linkages to budget and CIP, linkage to staff evaluations, etc.), and (3) evaluate the current process for and effectiveness of the plan's performance metrics. In addition, the TAG will be asked to identify the types of regular, ongoing work tasks that could be reinforced and prioritized through the updated Strategic Plan. The implementation audit will be organized into a database format for ease of use by the TAG and will be leveraged throughout the planning process.

TASK 1.7: SYNTHESIS OF NEW RELEVANT COUNTY PLANS AND POLICY DOCUMENTS AND IDENTIFICATION OF POTENTIAL STRATEGIC PLAN IMPLEMENTATION ITEMS

Building on the Foundations Report prepared for 2035 Strategic Plan, the Clarion team will work with County staff to obtain the new County plans, policy documents, surveys, and other reports that were developed after the last Strategic Plan was adopted. This includes the 2045 Comprehensive Plan and its priorities for inclusion in the updated Strategic Plan. The first objective is to review the adopted studies and plans and identify key strategic planning themes that can be used to guide development of the County's updated Strategic Plan goals.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
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AND G.

REFERENCES
SECTION OF RFP:
PAGE 14, SECTION I:
PURPOSE, PARAGRAPH 4,
BULLETS 1 AND 4

REFERENCES
SECTION OF RFP:
PAGE 15, BULLET 2

REFERENCES
SECTION OF RFP:
PAGE 14, SECTION I:
PURPOSE, PARAGRAPH 5,
FINAL BULLET

The second objective is to focus on culling the specific projects and initiatives that are set out in these documents. The purpose is to inform the Clarion team and the Technical Advisory Group of the full array of actions that the County has identified for implementation in past planning efforts. These will be evaluated further to set priorities among these and new initiatives during Phase 2: Focusing Efforts - Updating Goals and Priorities.

TASK 1.8: DEVELOP PHASE 1 REPORT - NEW STRATEGIC PLANNING THEMES AND INFLUENCES

The Clarion Team will prepare a Phase 1 Report: New Strategic Planning Themes and Influences. This report will synthesize the work of the previous tasks and provide a foundation for recommending changes to the Strategic Plan goals.

TASK 1.9: PRESENT PHASE 1 REPORT TO TECHNICAL ADVISORY GROUP

The Clarion team will present the draft Phase 1 Report to the Technical Advisory Group. Insights and comments collected at these meetings will be used to edit the public review draft of the report.

TASK 1.10: PRESENT PHASE 1 REPORT TO BOARD OF SUPERVISORS

The Contractor will present the Phase 1 Report to the Board of Supervisors. The purpose of this meeting is to keep the BOS apprised of work completed during Phase 1, share with the Board of Supervisors of the critical considerations that should inform development of Strategic Plan priorities, and to share the outcomes and insights based on this work.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
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AND G.

REFERENCES
SECTION OF RFP: PAGE 15,
LAST BULLET.

PHASE 1 SUMMARY OF WORK AND SCHEDULE

Task/Timeline: Month 1 - Month 3

Trips/Meetings	<p>Included in this task are the following set of trips and meetings:</p> <ol style="list-style-type: none"> 1. Project kickoff meeting with County staff, Board of Supervisors, Technical Advisory Group, and Stakeholder Interviews (in-person trip) 2. Present the draft Phase 1 Report to the Technical Advisory Group (virtual meeting) 3. Present the final Phase 1 Report to the Board of Supervisors (in-person trip)
Clarion Team Responsibilities and Deliverables	<p>Clarion is responsible for:</p> <ul style="list-style-type: none"> • Information request memorandum • Project management plan and schedule • Public engagement strategy • Presentation and materials for TAG meetings and Board of Supervisors meeting • Phase 1 Report: New Strategic Planning Themes and Influences
James City County Staff Responsibilities	<p>County Staff is responsible for:</p> <ul style="list-style-type: none"> • Setting up meetings, invitation and notification of meetings, and printing of meeting materials • Assisting with acquisition of plans, studies, and reports and transmitting to Clarion team • Reviewing and discussing the project management, public engagement, and project communication strategies • Attending project meetings • Project publicity and advertising via newspaper, County website, social media, etc.

PHASE 2: FOCUSING EFFORTS - UPDATING GOALS AND PRIORITIES (MONTHS 4-7)

Phase 2 builds on the planning themes and Strategic Plan evaluation developed in Phase 1 and develops specific priorities that will be used to develop the action agenda in Phase 3.

TASK 2.1: CONDUCT PUBLIC OPEN HOUSE#1: CONFIRM NEW STRATEGIC PLANNING THEMES, EVALUATE GOALS, AND IDENTIFY PRIORITIES

The Clarion team will work with County staff to design a public open house event that will (1) educate the County's residents about the project and its purpose, including a "refresher" on the 2035 Strategic Plan, (2) share and confirm the new strategic planning themes and influences developed during Phase 1, (3) engage participants in an exercise to evaluate the currently adopted Strategic Plan goals and identify any missing goals, and (4) prioritize planning themes and potentially public services. This information will be used to prepare the updated goals for the plan. A formal logistics plan will be prepared to help with the implementation event and asynchronous online activities will be available for those that cannot attend in person. The Clarion team will prepare the plan for the meeting, the presentation materials, and the content for advertising the event. The County staff will arrange for the meeting venue, advertise the event, and print presentation materials. The outcomes and responses from participants will be recorded by the Clarion team and published in a summary document that can be shared on the project website.

TASK 2.2: EVALUATE FISCAL CONDITIONS IN LIGHT OF NEW STRATEGIC PLANNING THEMES AND INFLUENCES

The findings of the new strategic planning themes and planning influences will be leveraged to assess how the County's fiscal structure supports these objectives. To this end, TischlerBise will conduct the following technical analyses.

2.2A. CONDUCT KEY INTERVIEWS WITH COUNTY STAFF

In this task, we will conduct on-site interviews with key James City County personnel to understand the operational and capital investment implications of the draft updated Strategic Plan goals and priorities. This task will be supplemented with the Contractor's ongoing work with the County and extensive national fiscal impact experience.

2.2.B. UPDATE THE JAMES CITY COUNTY FISCAL IMPACT MODEL TO ANALYZE FISCAL IMPACTS OF THE UPDATED STRATEGIC PLAN

Based on the information gathered in the previous task, TischlerBise will update the current James City County fiscal model to test the fiscal impacts of changes to Strategic Plan goals and priorities. The model uses the case study-marginal approach and allows for testing of changes in types and levels of service as well as infrastructure investment. The effort will analyze relevant operational and capital changes such as potential staffing changes,

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
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AND G.

REFERENCES
SECTION OF RFP: PAGE 14,
2ND NUMBERED BULLET
AND FIRST BULLET AFTER
FIFTH PARAGRAPH

REFERENCES
SECTION OF RFP:
PAGE 14, 2ND TO LAST
BULLET.

REFERENCES
SECTION OF RFP:
PAGE 14, BULLET 3.

changes to levels of service, investment in infrastructure, redeployment of resources, or any combination thereof.

2.2.C. EVALUATE COUNTY STAFFING LEVELS

In addition, the report will include an analysis of County staffing for public facilities and services. Levels of service in James City County will be benchmarked against select peer local governments of similar size and economic and fiscal conditions.

TASK 2.3: PREPARE FISCAL CONDITIONS REPORT

The fiscal findings will enable TischlerBise to provide fiscal sustainability implementation recommendations for use in finalizing updates to the Strategic Plan. This may include zoning, land use, or other regulatory changes that may reduce costs, ideas for revenue enhancement/diversification, issues related to levels of service, staging of capital improvements, staffing levels, and other relevant topics/strategies. Types of recommendations from this effort may include but not be limited to:

- **Revenue Enhancement.** TischlerBise may make recommendations regarding revenue enhancement opportunities that are consistent with sound economic and financial policy, and in keeping with best practices and approaches implemented by other communities to address similar circumstances.
- **Level of Service Changes.** TischlerBise may make recommendations regarding changes to levels of service and/or infrastructure provision based on findings from above.
- **Infrastructure Timing and Investment.** TischlerBise may make recommendations on capital investment, timing/staging, and operational impacts.

TASK 2.4: PRESENT FISCAL CONDITIONS REPORT TO TECHNICAL ADVISORY GROUP

The Clarion team will present the Fiscal Conditions Report to the Technical Advisory Group and will engage the TAG in a facilitated discussion about the findings of the fiscal conditions report and how these findings play a role in setting priorities among the County's full list of implementation strategies collected during Phase 1.

TASK 2.5: WORK WITH COUNTY PROJECT MANAGER TO DEVELOP GOALS AND PLAN PRIORITIES

The Clarion team will work with the County's project manager to develop a list of Strategic Plan goals and priority implementation strategies to share with the Technical Advisory Group. This priority list will build off the previous Strategic Plan's goals, the strategic planning themes and influences developed in Phase 2, and the findings and analysis in Tasks 2.1-2.3.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
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AND G.

REFERENCES
SECTION OF RFP:
PAGE 15, BULLET 5.

TASK 2.6: MEET WITH TECHNICAL ADVISORY GROUP TO SET GOALS AND PRIORITY IMPLEMENTATION STRATEGIES

The Clarion team will present the Technical Advisory Group with the recommended set of goals and implementation strategies. Insights and comments collected at these meetings will be used to edit the final report.

TASK 2.7: DRAFT PHASE 2 REPORT: UPDATED STRATEGIC PLAN GOALS AND PRIORITIES

Upon completion of Tasks 2.1-2.6, the Clarion team will prepare a draft Phase 2 Report: Updated Strategic Plan Goals and Priorities. The intent is to set out the specific goals for the Strategic Plan and the priority implementation strategies. This report will also include a background section that discusses the cause-and-effect relationship that public services have on the County's priorities, and articulates the County's strategic approach to invest in priorities, and divest lower-priority services (if necessary). The Clarion team will provide a staff review draft to County staff, and County staff will provide a consolidated set of comments for revising the report before it is distributed to the Technical Advisory Group.

TASK 2.8: PRESENT DRAFT PHASE 2 REPORT TO TECHNICAL ADVISORY GROUP

The Clarion team will present the Technical Advisory Group with the draft Phase 2 Report. Insights and comments collected at these meetings will be used to edit the public review draft of the report.

TASK 2.9: PRESENT PHASE 2 REPORT TO BOARD OF SUPERVISORS

The Contractor will present the Board of Supervisors with the Phase 2 Report. Insights and comments collected at these meetings will be used to edit the final report.

*REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
INSTRUCTIONS, ITEMS E
AND G.*

*REFERENCES
SECTION OF RFP:
PAGE 15 FINAL SET OF
BULLETS IN SECTION I,
BULLETS 1 AND 3.*

PHASE 2 SUMMARY OF WORK AND SCHEDULE

Task/Timeline: Month 4 - Month 7

Trips/Meetings	<p>Included in this task are the following set of trips and virtual meetings:</p> <ol style="list-style-type: none"> 1. Conduct Public Open House #1 (in-person trip) 2. Interview key County department personnel to discuss fiscal information (virtual meetings) 3. Present Fiscal Conditions Report to Technical Advisory Group (virtual meeting) 4. Present goals and implementation strategy priorities to Technical Advisory Group (virtual meeting) 5. Present Draft Phase 2 Report to Technical Advisory Group (virtual meeting) 6. Present Phase 2 Report to Board of Supervisors (in-person meeting)
Clarion Team Responsibilities and Deliverables	<p>Clarion team is responsible for:</p> <ul style="list-style-type: none"> • Preparing materials and facilitating public open house #1 and asynchronous online activities • Content for event advertising and publicity • Preparing fiscal conditions report • Preparing goals and priorities • Phase 2 Report: Updated Strategic Plan Goals and Priorities
James City County Staff Responsibilities	<p>County Staff is responsible for:</p> <ul style="list-style-type: none"> • Setting up meetings, invitation and notification of meetings, and printing of meeting materials • Reviewing and discussing draft work products and providing a single set of consolidated comments that provide clear guidance for each work product • Attending project meetings • Project advertising via newspaper, County website, social media, and other media (as needed)

PHASE 3: IMPLEMENTATION - COUNTYWIDE / DEPARTMENT PLANS (MONTHS 8-10)

Phase 3 focuses on developing the action agenda for the Strategic Plan. The Technical Advisory Committee and the Clarion team will work closely to develop the action plans organized by the Strategic Plan goals and implementation priorities.

TASK 3.1: ESTABLISH SUBCOMMITTEES OF TECHNICAL ADVISORY GROUP FOR WORK ON STRATEGIC PLAN PRIORITIES

If deemed necessary, the Clarion team will work with the County's project manager to develop subcommittees of the Technical Advisory Group that will assist in preparing the action plan.

TASK 3.2: CONDUCT TECHNICAL ADVISORY MEETING(S) TO DEVELOP STRATEGIC ACTIONS

The Contractor will facilitate a Technical Advisory meeting (or a set of Technical Advisory Subcommittee meetings if deemed more appropriate) to develop the specific list of actions, responsible parties, and timeline for action to be included in the Strategic Plan. The Contractor will work with the County's project manager to acquire any information that will be necessary to reference during this meeting.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
INSTRUCTIONS, ITEMS E
AND G.

REFERENCES
SECTION OF RFP: PAGE
14, SECTION 1, 3RD
NUMBERED BULLET

TASK 3.3: PREPARE DRAFT ACTION PLAN

Building off Task 3.2, the Contractor will develop a draft action plan for review by the Technical Advisory Group. This includes finalizing the specific list of actions and providing information to:

- Provide a prioritization system and timeline for the implementation of actions;
- Identify the responsible parties within James City County government departments;
- Identify any related or potential partnerships with other entities, whether public or private;
- Identify “everyday” work items currently undertaken by staff that should be included in the plan; and
- Provide estimated costs for each action. The Clarion team will work with the TAG to provide cost estimates for new planning initiatives, infrastructure projects, new facilities, new County services, and the like.

TASK 3.4: MEET WITH TECHNICAL ADVISORY GROUP TO PRESENT DRAFT PHASE 3 REPORT: ACTION PLAN

The Clarion team will present the Technical Advisory Group with the draft Action Plan. Insights and comments collected at these meetings will be used to edit the public review draft of the report.

TASK 3.5: PRESENT PHASE 3 REPORT TO BOARD OF SUPERVISORS

The Clarion team will present the Board of Supervisors with the Phase 3: Action Plan Report. Insights and comments collected at these meetings will be used to edit the final report.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
INSTRUCTIONS, ITEMS E
AND G.

REFERENCES
SECTION OF RFP:
PAGE 14, SECTION I:
PURPOSE, PARAGRAPH 4,
BULLET 2, PAGE 15, 1ST
BULLET, 4TH BULLET.

PHASE 3 SUMMARY OF WORK AND SCHEDULE

Task/Timeline: Month 8 - Month 10

Trips/Meetings	Included in this task are the following set of trips/meetings: <ol style="list-style-type: none">1. Facilitate Technical Advisory Meeting(s) to prepare action plan agenda (virtual meetings)2. Present draft Action Plan to Technical Advisory Group (virtual meeting)3. Present Action Plan to Board of Supervisors (in-person trip)
Clarion Team Responsibilities and Deliverables	Clarion team is responsible for: <ul style="list-style-type: none">• Preparation of meeting materials• Facilitating working group meetings• Phase 3 Report: Action Plan
James City County Staff Responsibilities	County Staff is responsible for: <ul style="list-style-type: none">• Setting up meetings, invitation and notification of meetings, and printing of meeting materials• Reviewing and discussing draft work products and providing a single set of consolidated comments that provide clear guidance for each work product• Attending project meetings

PHASE 4: REPORTING - PROGRESS (MONTH 11)

Phase 4 generates the approach for monitoring achievement of the Strategic Action Plan.

TASK 4.1: MEET WITH TECHNICAL ADVISORY COMMITTEE TO DEVELOP APPROACH FOR PLAN MONITORING AND REPORTING

The Clarion team will facilitate a meeting of the Technical Advisory Group (TAG) to develop the approach for annual (or more frequent) reporting and monitoring of Strategic Plan implementation. The Clarion team will work with the TAG to set out an appropriate process that includes refining the Strategic Plan metrics to evaluate achievement and progress, identifying parties responsible for reporting, a recommended reporting tool or dashboard to provide public reporting over time, and an annual (or more frequent) schedule for reporting. Performance metrics can include specific targets or can focus on directional change. The Clarion team will advise on the options and the TAG and County Administrators will determine the approach to be used in the plan.

TASK 4.2: PREPARE PHASE 4 REPORT - UPDATED STRATEGIC ACTION PLAN METRICS AND IMPLEMENTATION REPORTING

The Clarion team will prepare a draft Phase 4 Report: Updated Strategic Action Plan Agenda Metrics and Reporting. We will provide a staff review draft to County staff, and County staff will provide a consolidated set of comments for revising the report before it is distributed to the Technical Advisory Group.

TASK 4.3: PRESENT DRAFT PHASE 4 REPORT: UPDATED STRATEGIC ACTION PLAN METRICS AND IMPLEMENTATION REPORTING TO TECHNICAL ADVISORY GROUP

The Clarion team will present the Technical Advisory Group with the draft Action Plan. Insights and comments collected at these meetings will be used to edit the final draft of the report.

REFERENCES
SECTION OF RFP:
PAGE 17, SECTION B:
SPECIFIC PROPOSAL
INSTRUCTIONS, ITEMS E
AND G.

REFERENCES
SECTION OF RFP: PAGE 14,
SECTION I: PURPOSE, 4TH
NUMBERED BULLET.

REFERENCES
SECTION OF RFP:
PAGE 15 FINAL SET OF
BULLETS IN SECTION
I, BULLET 2 AFTER
PARAGRAPH 2.

PHASE 4 SUMMARY OF WORK AND SCHEDULE

Task/Timeline: Month 11

Trips/Meetings	Included in this task are the following set of trips/meetings: 1. Technical Advisory Committee Meeting to develop approach for plan monitoring and reporting (virtual) 2. Present draft Phase 4 Report: Monitoring and Reporting (virtual meeting)
Clarion Team Responsibilities and Deliverables	Clarion team is responsible for: • Preparation of meeting materials • Facilitating working group meetings • Phase 4 Report: Updated Strategic Plan Metrics and Implementation Reporting
James City County Staff Responsibilities	County Staff is responsible for: • Setting up meetings, invitation and notification of meetings, and printing of meeting materials • Reviewing and discussing draft work products and providing one set of consolidated comments that provide clear guidance for each work product • Attending project meetings with

PHASE 5: FINAL STRATEGIC PLAN - APPROVAL (MONTHS 12-14)

Phase 5 compiles the work of the previous four phases into a Final Strategic Action Plan for public review and adoption.

TASK 5.1: PRESENT STRATEGIC ACTION PLAN AT PUBLIC OPEN HOUSE

The Clarion team will work with County staff to design a public open house event that will (1) provide an update on the progress to develop the updated James City County Strategic Plan, and (2) present draft elements of the plan for community review and comment. A formal logistics plan will be prepared to help with the implementation event and asynchronous online activities will be available for those that cannot attend in person. The Clarion team will prepare the plan for the meeting, the presentation materials, and the content for advertising the event. The County staff will arrange for the meeting venue, advertise the event in local newspapers and on the County's website, and print presentation materials. A summary document will be prepared that documents the outcomes and comments provided at this event.

TASK 5.2: PREPARE FULL DRAFT OF STRATEGIC ACTION PLAN

The Clarion team will compile the work of all previous tasks into an updated Strategic Plan for presentation to the Technical Advisory Group and the Board of Supervisors.

TASK 5.3: PRESENT FULL DRAFT OF STRATEGIC PLAN TO TECHNICAL ADVISORY GROUP

The Clarion team will present the Technical Advisory Group with the draft Strategic Plan. Insights and comments collected at these meetings will be used to edit the public review draft of the report.

TASK 5.4: PRESENT PUBLIC REVIEW DRAFT OF STRATEGIC PLAN TO BOARD OF SUPERVISORS FOR ADOPTION

The Clarion team will present the public review draft of the Strategic Action Plan to the Board of Supervisors. Insights and comments collected at these meetings will be used to edit the final adopted version of the report.

TASK 5.5: FINALIZE THE ADOPTED STRATEGIC PLAN AND TRANSMIT ALL FILES TO COUNTY STAFF

Upon final adoption of the Strategic Plan and transmittal of the final adopted changes by the County's Project Manager, the Clarion team will finalize the adopted version of the plan and transmit all files to County staff.

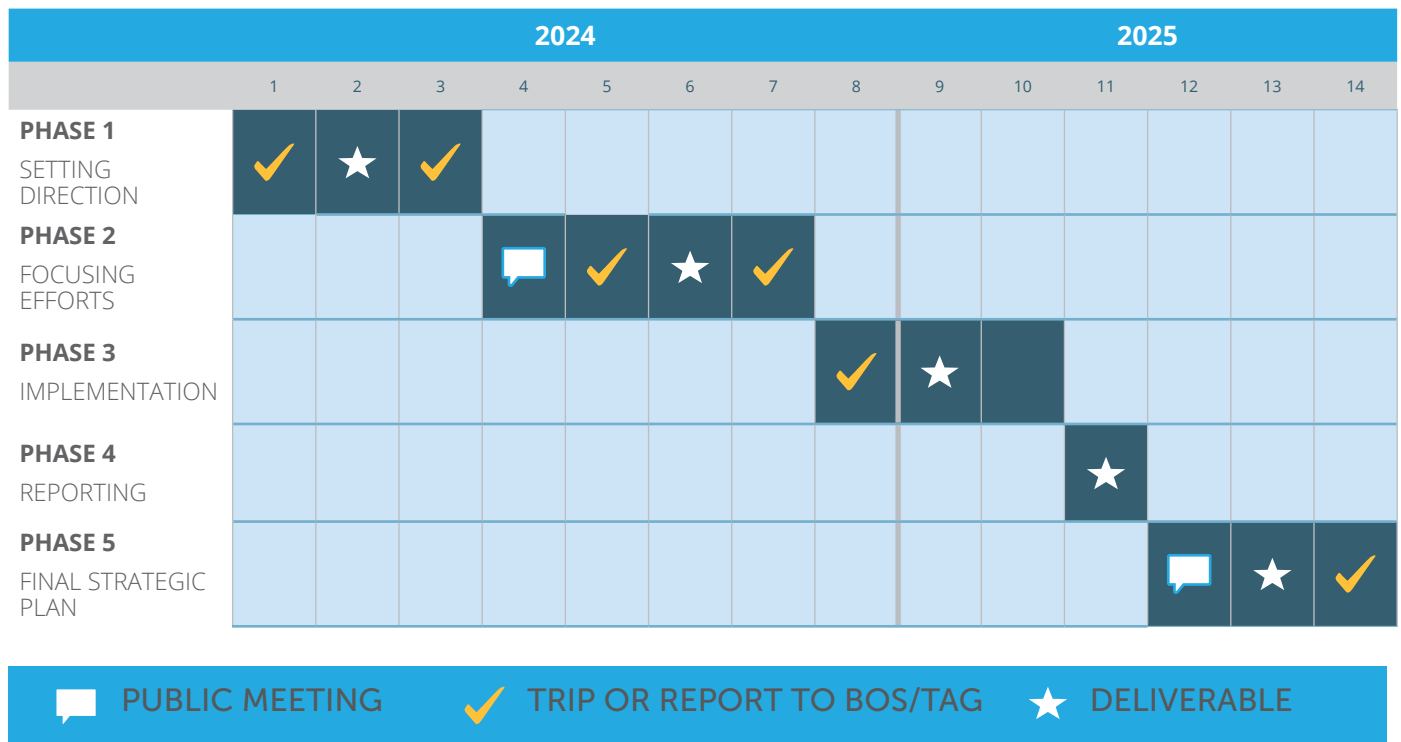
PHASE 5 SUMMARY OF WORK AND SCHEDULE

Task/Timeline: Month 12 - Month 14

Trips/Meetings	<p>Included in this task are the following set of trips/meetings:</p> <ol style="list-style-type: none"> 1. Conduct Public Open House #2 (in-person trip) 2. Meetings with Technical Advisory Group to present draft Strategic Plan (virtual meetings) 3. Board of Supervisors Public Hearing to adopt Strategic Plan (in-person trip)
Clarion Team Responsibilities and Deliverables	<p>Clarion team is responsible for:</p> <ul style="list-style-type: none"> • Preparation of meeting materials • Preparation of public open house #2 materials • Facilitating TAG meetings and preparing for adoption hearing • Final adopted Strategic Plan
James City County Staff Responsibilities	<p>County Staff is responsible for:</p> <ul style="list-style-type: none"> • Setting up meetings, invitation and notification of meetings, and printing of meeting materials • Reviewing and discussing draft work products and providing one set of consolidated comments that provide clear guidance for each work product • Attending project meetings • Project advertising via newspaper, County website, social media, and other media (as needed)

REFERENCES SECTION OF RFP:
PAGE 17, SECTION B: SPECIFIC PROPOSAL
INSTRUCTIONS, PARAGRAPH I.

PROJECT TIMELINE



ESTIMATED PROJECT COST

Based on our proposal for the James City County Strategic Plan Consulting Services, with a total of five phases of work, we estimate that the following not-to-exceed budget will be necessary to complete the scope of work. This budget is inclusive of all project expenses and professional fees for all Clarion team members. It includes all consultant services as identified in the RFP.

Development of the scope of work and core consulting services are based on two decades of planning experience working in the Carolinas and throughout the Southeast, including working in partnership with local government staff to co-create work products and plans. We welcome discussions with the Selection Committee to further explore the scope and budget and tailor it to the County’s needs.

PROJECT PHASES	TOTAL
Phase 1: Setting Direction (Review and Evaluation of Existing Plan)	\$39,520.84
Phase 2: Focusing Efforts (Updating Goals and Priorities)	\$39,250.85
Phase 3: Implementation (Countywide/Department Plans)	\$23,120.42
Phase 4: Reporting (Progress)	\$4,930.00
Phase 5: Final Strategic Plan (Approval)	\$23,711.26
Konveio Public Engagement Platform Fee	\$1,000
Contingency Budget for Additional Meetings	\$5,000
Total	\$136,533

ADDITIONAL RFP RESPONSE INFORMATION

Clarion Associates has strong relationships with our teaming partners and works to maintain ethics and high quality operational practices for managing and paying subconsultants. The RFPs "General Terms & Conditions and Instructions to Bidders" includes provision 42.d on page 26 that states: "In the event that the Contractor has not received payment from the County for work performed by a subcontractor under this contract, the Contractor shall be liable for the entire amount owed to any subcontractor with which it contracts and to pay such subcontractor within 60 days of the receipt of an invoice following satisfactory completion of the work for which the subcontractor was invoiced."

Our interpretation is that this provision was likely developed to apply to capital projects that have contractors that oversee subconsultants that provide specific services and should be paid on a timely basis. As a small, professional services firm, we pay our subconsultants immediately upon receipt of payment from clients and would like to request that this provision be changed to reflect that operational policy.

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& B.

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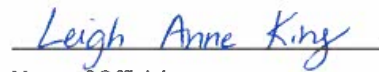
FORMS

CERTIFICATION REGARDING DEBARMENT/ENJOINMENT

This is to certify that this person/firm/corporation is not now debarred nor enjoined by the Federal Government or by the Commonwealth of Virginia or by any other state, or by any town, city, or county, from submitting Bids/Proposals on contracts for goods or services covered by this solicitation, nor are they an agent of any person or entity that is now so debarred or enjoined.



Signed



Name of Official



Title



Firm or Corporation



Date

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your bid or proposal from consideration or termination of the contract, once awarded. For purposes of this disclosure form, "you" means the individual or entity in whose name the bid or proposal is submitted.

1. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been terminated (for cause from any work being performed for any governmental or nongovernmental contracting? **Circle response**

Yes

No

2. Is any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; during the last seven (7) years? **Circle response**

Yes

No

3. Have you or any principal, officer or director of your company, or any individual who will be assigned to work any contract awarded pursuant to this solicitation, been involved in any claim or litigation or been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ 2.2-4367 et seq.) of the Code of Virginia, (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) Chapter 4.2 (§ 59.1-68.6 et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or this or another state during the last seven (7) years? **Circle response**

Yes

No

If you answered "Yes" to any of the above questions, please state the name(s) of the person(s), the nature, and the status and/or outcome of the conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your bid or proposal.

CERTIFICATION OF COMPLIANCE WITH IMMIGRATION LAWS AND REGULATIONS

This sworn certification of compliance with all federal immigration laws and regulations is provided by Clanion Associates, LLC (Name of Firm). These laws include the Federal Immigration Reform and Control Act, which makes it unlawful for a person or other entity to hire, recruit or refer for a fee for employment in the United States, an alien knowing the alien is unauthorized, and Section 40.1-11.1 of the Code of Virginia, which makes it unlawful for any employer to knowingly employ an alien who cannot provide documents indicating that he or she is legally eligible for employment in the United States. The state law, in particular, places an affirmative duty on employers to ensure that aliens have proof of eligibility for employment.

Accordingly this certification shall be completed and attached to all contracts and agreements for goods and services made by the City/County of James City County or any of its boards and commissions. Failure to attach a completed certification shall render the contract or agreement void.

Type or print legibly when completing this form.

1.) Legal Name of Contractor: (Note: This is your name as reported to the IRS. This should match your Social Security card or Federal ID Number)

Clanion Associates, LLC

2.) Type of Business Entity:

Sole proprietorship (Provide full name and address of owner):

Limited Partnership (Provide full name and address of all partners):

General Partnership (Provide full name and address of all partners):

☒ Limited Liability Company (Provide full name and address of all managing members):

Leigh Anne King, Robert Matthew Goebel, Dara'e White, Elizabeth Garin
Clanion Associates 1600 Stout Street, Suite 1700, Denver, CO 80202
Corporation (Provide full name and address of all officers):

3.) Doing Business As: (If Applicable - Note: This is the name that appears on your invoices but is not used as your reporting name.)

Clanion Associates

4.) Name and Position of Person Completing this Certificate:

Leigh Anne King, Director

5.) Physical Business Address:

Clanion Associates
101 Market Street, Suite D
Chapel Hill, NC 27516

6.) Primary Correspondence Address (If different from physical address):

7.) Number of Employees:

8.) Are all Employees Who Work in the United States Eligible for Employment in the United States?

Under penalties of perjury, I declare on behalf of the Contractor listed above that to the best of my knowledge and based upon reasonable inquiry, each and every one of the Contractor's employees who work in the United States are eligible for employment in the United States as required by the Federal Immigration Reform and Control Act of 1986 and Section 40.1-11.1 of the Code of Virginia. I further declare on behalf of the Contractor that it shall use due care and diligence to ensure that all employees hired in the future who will work in the United States will be eligible for employment in the United States. I affirm that the information provided herein is true, correct, and complete.

Sworn this 27 day of February, 2024 on behalf of Clanion Associates LLC as evidenced by the following signature and seal:

Name of Contractor: Clanion Associates, LLC

Printed Name of Signatory: Leigh Anne King

Signature: *Leigh Anne King*

Date: Feb. 27, 2024

COMMONWEALTH OF VIRGINIA: North Carolina

City/County of Orange, to-wit:

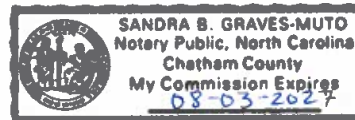
The foregoing instrument was acknowledged before me this 27 day of February, 2024, by

Leigh Anne King

Notary
Registration No: 202224500234

Notary Public: Sandra B. Graves-Muto
Sandra B Graves-Muto

My Commission Expires: 08-03-2027



NON-COLLUSION AFFIDAVIT

(James City County) Virginia project:

RFP 9-20240799 Strategic Plan Consultant Services

Date: February 27, 2024

~~COMMONWEALTH OF VIRGINIA~~ North Carolina, Orange County
(City/County)

This day personally appeared before the undersigned, a Notary Public in and for the City/County and State aforesaid, who having been first duly sworn according to law, did depose and aver as follows:

(a) That he/she is

Director
(Owner, Partner, President, etc.)

of

Clanion Associates, LLC
(Insert name of Offeror)

(b) That he/she is personally familiar with the Proposal submitted in connection with the above captioned Owner's project.

(c) That said proposal was formulated and submitted in good faith as the true Proposal of said Offeror.

1. In preparation and submission of this Proposal, the Offeror did not either directly or indirectly, enter into any combination or agreement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman act (15 U.S.C. Section 1) or sections 59.1-9.1 through 59.1-9.17 or sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
2. The undersigned Offeror hereby certifies that neither this Proposal nor any claim resulting therefrom, is the result of, or affected by, any act of collusion with, or any act of another person or persons, firm or corporation engaged in the same line of business or commerce; and that no person acting for or employed by the Owner has any personal interest in this Proposal.
3. The undersigned hereby further agrees that upon request of the Owner, the records and books pertaining to this Proposal will be voluntarily supplied, furnished, and released to the Owner.

4. The undersigned hereby further certifies that the Offeror has not knowingly falsified, concealed, misled, or covered up by any trick, scheme, or device a material fact in connection with this Proposal. The undersigned also certifies that the Offeror has not made any false, fictitious or fraudulent statements or representations or made or used any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry in connection with this Proposal.
5. The undersigned further agrees that the Offeror will comply with section 2.2-4374 of the Code of Virginia, 1950, as amended, and has not bought or purchased any equipment from any person employed by the Owner as an independent contractor to furnish architectural or engineering services for this Project, nor from any partnership, association or corporation in which such architect or engineer has a pecuniary interest.
6. The undersigned further agrees to inform and require compliance by the following persons and entities with this anti-collusion statement as a condition of payment: all subcontractors, consultants, sub-consultants, or any person, corporation, or legal entities that provide or furnish labor, material, equipment, or work related to this project. This paragraph is expressly limited to those in a direct contractual relationship with the undersigned of over \$10,000 except those persons whose only direct contractual agreement with the undersigned is an employment contract.

All Covenants and Agreements made by the Contractor are made by it on behalf of the Contractor and its successors, personal representatives and assigns, the same as if they had been specifically named in each instance.
7. The signature on the Proposal Form of this solicitation constitutes certification by the Offeror or the Offeror's designated representative that the Offeror has inspected the job site(s) and is aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Owner.

And further this deponent saith not

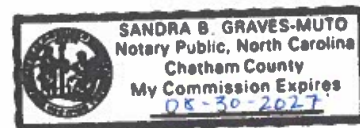
Leigh Anne King, Director
Leigh Anne King

Subscribed and sworn to before me this 27th day of February, 2024

My commission expires: August 30th, 2027

Sandra B. Graves-Muto
Notary Public

Sandra B. Graves-Muto



***Virginia State Corporation Commission (SCC) Registration Information Requirement per the Virginia Public Procurement Act, VPPA:**

§ 2.2-4311.2. Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth. –

A. All public bodies shall include in every written contract a provision that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

B. Pursuant to competitive sealed bidding or competitive negotiation, all public bodies shall include in the solicitation a provision that requires a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

C. Any bidder or offeror described in subsection B that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Director of the Department of General Services or his designee or by the chief executive of a local governing body.

D. Any business entity described in subsection A that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

E. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

***Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:**

- ☒ is a corporation or other business entity with the following SCC identification number: T0300725 **-OR-**
- ☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**
- ☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

☐

CLARION



Planning | Zoning & Land Use | Sustainability & Resiliency

MEMORANDUM

DATE: April 23, 2024

TO: The Board of Supervisors

FROM: Patrick N. Page, Director of Information Resources Management

SUBJECT: Contract Renewal Fiber Optic Maintenance Services - Cable Associates, Inc.

The Information Resources Management Department has evaluated and recommends the renewal of fiber optic maintenance services with Cable Associates, Inc. The contract includes maintenance services for repair, replacement, and construction for the County's underground fiber optic cabling. The term is a five-year contract with the option of a five-year extension.

James City County, James City Service Authority, Williamsburg-James City County Schools, and the Williamsburg Regional Library depend on the availability of high-speed fiber optic communications to service citizens and students. Under the contract Cable Associates, Inc. will provide emergency repair, location marking, and coordination services with the Virginia Department of Transportation as needed.

Staff recommends approval of the attached resolution.

PNP/ap
CntRenFOMaintSvcs-mem

Attachment

RESOLUTION

CONTRACT RENEWAL FIBER OPTIC MAINTENANCE SERVICES -

CABLE ASSOCIATES, INC.

WHEREAS, County staff has evaluated and recommends the renewal of fiber optic maintenance services with Cable Associates, Inc.; and

WHEREAS, the term of the contract is for five years with the option of a five-year extension; and

WHEREAS, the contract includes repair, replacement, and construction of the County's underground fiber optic cabling; and

WHEREAS, the contract includes emergency repair, location marking, and coordination service with the Virginia Department of Transportation; and

WHEREAS, James City County, James City Service Authority, Williamsburg-James City County Schools, and the Williamsburg Regional Library depend on high-speed fiber optic communications to serve citizens and students.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute the renewal of the maintenance services contract with Cable Associates, Inc.

Ruth M. Larson
Chair, 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>
NULL	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
LARSON	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 23rd day of April, 2024.

CntRenFOMaintSvcs-res

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
March 12, 2024
5:00 PM

A. CALL TO ORDER

Ms. Larson called the meeting to order at approximately 5:03 p.m. following the James City Service Authority Board of Directors Regular Meeting.

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

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

Ms. Larson sought a motion to amend the Agenda to add a Closed Session item pertaining to a contract discussion.

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

Ms. Larson noted the Pledge Leader would be introduced by Supervisor Null.

Ms. Null introduced the Pledge Leader Penny DaSilva and gave highlights of her various interests and activities.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

Penny led the Board and citizens in the Pledge of Allegiance.

Ms. Larson expressed her desire to make a statement regarding the consideration of potential termination of the joint operation of the Williamsburg-James City County (WJCC) Public Schools. She mentioned the City of Williamsburg held its Williamsburg City Council Work Session on Monday, March 11, 2024, adding its consultant presented a feasibility study on the possible creation of a City of Williamsburg Independent School Division. Ms. Larson stated the City of Williamsburg had approximately 1,100 students and James City County had approximately 10,000+ students within the WJCC School System. She further stated there were a total of 16 schools, three of which were located in the City of Williamsburg. Ms. Larson advised the City of Williamsburg would hold a public meeting on March 26 at James Blair

Middle School from 5:30-7:30 p.m. She encouraged the public to attend for discussion purposes. She extended thanks to City of Williamsburg Mayor Douglas Pons, City of Williamsburg Vice Mayor Pat Dent, Williamsburg City Council, and the City of Williamsburg Manager Andrew Trivette, for their open communication during this process. Ms. Larson mentioned the consultant team was led by Dr. Jeffrey Smith and Dr. Michael Thornton who were both award-winning former Superintendents and both former Assistant Superintendents for WJCC Public Schools. She emphasized the importance of student achievement for all students within the community in addition to essential personnel to aid in the future operation of the school system whether it be joint and/or independent. Ms. Larson expressed her hope that the WJCC School Board would be open to having an open discussion at a future Board meeting regarding the findings of the feasibility study and achievement numbers. She spoke to that point in further detail.

E. PUBLIC COMMENT

1. Mr. Jad Mabeb, Land Development Manager for Luck Stone Corporation, 515 Stone Mill Drive, Manakin-Sabot, VA, addressed the Board to discuss the proffer amendment application request. He stated the site served as a rail distribution yard to support eastern Virginia. Mr. Mabeb provided a brief overview of the business and its history on the PowerPoint presentation. He mentioned Luck Stone had the desire to amend Existing Proffer Nos. 3 and 6 to remove the requirement to dedicate the access road for public use in accordance with the standards published by the Virginia Department of Transportation (VDOT) for similar Industrial Access Roads, and the requirement for a 50-foot minimum right-of-way width. Mr. Mabeb mentioned VDOT and County staff visited on-site and were in support of the proffer amendment. Mr. Mabeb concluded the presentation.

2. Mr. Luke Bessingpas, 102 Riverview Plantation Drive, addressed the Board noting he was present to address speed concerns within the neighborhood he just recently moved into. He requested the Board's consideration on potential signage implementation.

Mr. Stevens noted recent discussion with the Police Department on enforcement activities and some signage implementation to try and reduce vehicle speeds. He thanked Mr. Bessingpas for addressing his concerns.

F. CONSENT CALENDAR

Ms. Larson asked if any Board member wished to pull an item. As there were no requests, Ms. Larson sought a motion on the Consent Calendar.

1. Amend Board Calendar to Add the Community Budget Meetings

A motion to Approve was made by Barbara Null, the motion result was Passed.

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

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

2. Contract Award - \$130,000 - Fitness Court

A motion to Approve was made by Barbara Null, the motion result was Passed.

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

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

Ms. Larson asked Mr. Stevens where citizens could access the schedule for the Community Budget Meetings.

Mr. Stevens remarked he intended on addressing that later on in the meeting; however, the information was available on the County's website, Real Estate Assessments division page, and via news media.

Ms. Larson thanked Mr. Stevens.

Ms. Larson mentioned Mr. Adam Kinsman, County Attorney, would give a joint presentation for both Public Hearing Item Nos. 1 and 2.

G. PUBLIC HEARING(S)

1. An Ordinance to vacate a portion of that certain subdivision plat entitled "PLAT OF: DIVISION OF: J. W. MOORE, ESTATE" and more particularly described as the vocation of the 50-foot right-of-way known as Moore Drive

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, Null

Mr. Kinsman addressed the Board stating before the Board was an Ordinance seeking vacation of a public right-of-way and a resolution establishing an ingress/egress easement along Moore Drive. He advised the right-of-way for Moore Drive was dedicated by a plat recorded in the Clerk's Office for the Circuit Court of the County of James City on May 29, 1973. Mr. Kinsman indicated Moore Drive had never been improved. He noted there were only two homes along Moore Drive which utilized a private road to access Route 60 as shown on the PowerPoint presentation. He further noted a new house was being constructed and the builder had installed a gravel access path along Moore Drive pursuant to a license agreement with the County. Mr. Kinsman commented staff estimated the improvement of Moore Drive necessary to bring it into VDOT's System of Secondary Roads would require several million dollars and would only serve a maximum of 10 houses. He added staff recommended the Board vacate the right-of-way and grant the adjacent parcels an ingress/egress easement to eliminate future demand on the County to improve Moore Drive while allowing property owners full access of their parcels. Mr. Kinsman recommended adoption of the Ordinance and resolution. He welcomed any questions the Board might have.

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers.

2. A resolution to grant an access easement along the area designated as a 50-foot right-of-way known as Moore Drive on that certain subdivision plat entitled "PLAT OF: DIVISION OF: J. W. MOORE, ESTATE" recorded in the Clerk's Office for the Circuit Court of the County of James City on May 29, 1973 in Plat Book 30, Page 60

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

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

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers.

H. BOARD CONSIDERATION(S)

1. Z-23-0010. Luck Stone Toano Proffer Amendment

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

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

Ms. Suzanne Yeats, Planner, addressed the Board noting Ms. Kimberly Shepherd of Troutman Pepper, LLP, on behalf of Luck Stone Corporation, had applied to amend the existing proffers for two parcels located at 7734 Richmond Road and 3920 Cokes Lane. She cited the specifics of the application included in the Agenda Packet. Ms. Yeats noted the current proffers were adopted on May 11, 1994, to approve a conditional rezoning of properties. She stated the current internal industrial driveway was not constructed to VDOT standards, nor did it meet the requirements necessary for VDOT to accept the road into the public system. Ms. Yeats further stated that the proposed proffer amendment would remove the requirement to dedicate the Industrial Access Road for public use and the requirement for a 50-foot minimum right-of-way width. She noted staff found the condition of the existing industrial road was not suitable for public access or use. In addition, staff also found that the proposed proffer amendment would not negatively impact surrounding property owners. Ms. Yeats further noted staff recommended approval of the amended proffers to the Board of Supervisors. She welcomed any questions the Board might have, adding the applicant was available as well.

Mr. Icenhour inquired about a particular parcel and asked if it was a part of the amendment.

Ms. Yeats replied no.

Mr. Icenhour asked if the parcel was owned by Luck Stone Corporation.

Ms. Yeats confirmed yes.

Ms. Larson thanked Ms. Yeats.

Mr. Haldeman addressed the Board noting at its February 7, 2024, meeting, the Planning Commission had no discussion and/or concerns regarding the application. He noted the Planning Commission voted 7-0 to recommend approval of the proffer amendment to the Board of Supervisors.

Ms. Larson thanked Mr. Haldeman.

Mr. Hipple expressed positive remarks of Luck Stone Corporation.

I. BOARD REQUESTS AND DIRECTIVES

Mr. Hipple stated he would prefer a policy only on the utility-scale solar facility applications excluding the Ordinance. He spoke to that point in further detail.

Mr. McGlennon mentioned he had previously inquired on future discussion and information on data centers. He requested a report of the current status of that request. Mr. McGlennon stated he attended the School Liaison meeting last week and expressed the importance of attentiveness and careful deliberation regarding the subject matter. He elaborated on that point in further detail.

Mr. Icenhour agreed to Mr. Hipple's point regarding the utility-scale solar facility applications. He expressed a policy would be more beneficial for a multitude of reasons. Mr. Icenhour suggested County staff provide a draft policy packet for each individual Board member for Board evaluation. He spoke to that point in further detail. He noted his request last meeting to postpone applications related to stormwater due to special stormwater criteria; however, he was advised by County staff that there were a number of cases already in process. Mr. Icenhour further noted his willingness to accommodate those cases and that he would collaborate with

Stormwater Resource and Protection Division Watershed Planners to address some of the special stormwater criteria concerns. He echoed Mr. McGlennon's point in relation to the WJCC Public Schools situation. Mr. Icenhour mentioned he would not be able to physically attend the Board's April 23, 2024, Business Meeting; however, he could participate remotely if the Board concurred.

Ms. Larson advised for public notification purposes that the feasibility study on the possible creation of a City of Williamsburg Independent School Division was available on the City of Williamsburg's website in addition to the Williamsburg City Council Work Session for March 11, 2024.

J. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens mentioned real estate reassessments had been mailed out and had generated an abundance of calls to the Real Estate Assessments Office. He reassured the community that the Real Estate Assessments division was returning calls with a slight delay. Mr. Stevens explained there was an opportunity to appeal the reassessment with the County's Real Estate Assessments division if desired. He indicated the County real estate assessments increased by an average of 21%; however, some may be lower and/or higher. Mr. Stevens advised these increases were consistent with recent real estate reassessments for York County and New Kent County. He stated the County's proposed budget was scheduled for an anticipated release date of March 29, 2024. Mr. Stevens indicated the County would hold five Community Budget Meetings including the following dates: April 3 at 6 p.m. at Legacy Hall in New Town, April 4 at 6 p.m. at the James City County Recreation Center, April 8 at 6 p.m. at Toano Middle School, April 10 at 6 p.m. at Lois S. Hornsby Middle School, and April 4 at 4 p.m. at the James City County Government Center. He encouraged the public to attend and noted the meetings would consist of the same presentations and the Supervisor of that particular district would be in attendance along with others. Mr. Stevens indicated there was also a Budget Public Hearing at the Board's April 9, 2024, Regular Meeting, for additional public discussion. He noted at the current tax rate the additional revenue generated from the recent real estate assessments equated to approximately \$21 million; however, he explained that additional revenue was much needed for WJCC Public Schools personnel and County staff, adding there would be further discussion on that point. He reiterated any resident not in agreement with the recent real estate assessment could file an appeal with the County's Real Estate Assessments division through March 30, 2024. Mr. Stevens added there was also an opportunity to file an appeal with the Board of Equalization through April 30, 2024. He provided the Real Estate Assessments division's contact information was 757-253-6650.

K. CLOSED SESSION

1. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; specifically, the New Town Section 7 and 8 Proffers, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia

A motion to Enter a Closed Session was made by Michael Hipple, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 5:39 p.m., the Board entered Closed Session.

At approximately 7:01 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about

in Closed Session was made by John McGlennon, the motion result was Passed.

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

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

L. ADJOURNMENT

1. Adjourn until 8:30 am on March 15, 2024, for the Joint Meeting with Williamsburg City Council and WJCC School Board, to be held at the Stryker Center, 412 N Boundary St, Williamsburg, VA.

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

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

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

At approximately 7:02 p.m., Ms. Larson adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
March 26, 2024
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

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

C. PRESENTATION(S)

1. Proclamation Celebrating 100 years of Boy Scout Troop 103

Ms. Larson noted the Scout Master unfortunately was unable to attend, but she read several excerpts from the Proclamation. She added the Proclamation would be delivered to Troop 103 and its leaders.

2. Retiree Recognition - Bernadette Williams

Fire Chief Ryan Ashe addressed the Board noting he had two retirees being recognized. He stated Ms. Williams was present. Chief Ashe provided details regarding Ms. Williams' service years with the County's Fire Department. He noted during the early stages of the COVID-19 pandemic, Ms. Williams was instrumental in tracking the firefighters' protective gear, masks, and other necessities. Chief Ashe further noted Ms. Williams' work in tracking the necessary equipment and supplies for various County departments as well. He stated her dedication to also ensuring firefighters had drinks and food even during the early hour shifts. Chief Ashe thanked Ms. Williams and wished her well in her retirement.

Ms. Williams thanked Chief Ashe. She noted her 30-year tenure had been a fantastic time. She noted the exemplary work of the County staff and Fire Department toward citizens. Ms. Williams extended her thanks to the Board and the Fire Department.

3. Retiree Recognition - Eric Smith

Chief Ashe noted another retiree was to be recognized, but he was unable to attend. Chief Ashe presented details on Mr. Smith's 25-year tenure with the County's Fire Department. He added Mr. Smith's responsibility over the past 15 years as a primary Self-Contained Breathing Apparatus (SCBA) technician, adding SCBA units were the air packs firefighters wore on their

backs. Chief Ashe noted the SCBA maintenance performed by Mr. Smith was in addition to his firefighter duties. He extended well wishes to Mr. Smith in his retirement.

Ms. Larson asked Chief Ashe to extend the Board's thanks to Mr. Smith for his service to the County, adding she was sorry he was unable to attend. She thanked Chief Ashe for his comments regarding Mr. Smith.

4. Update from Virginia Peninsula Community College

Ms. Larson welcomed Mr. Todd Estes, Vice President of Workforce Development and Innovation and Mr. Joe Fairchild, Associate Vice President for Academic Affairs from Virginia Peninsula Community College (VPCC).

Mr. Estes addressed the Board and highlighted VPCC's 2022-2023 enrollment numbers in a PowerPoint presentation. He noted enrollment included 8,676 academic credit students and 1,530 non-credit students. Mr. Estes explained the credit category reflected traditional post-secondary college courses while the non-credit category reflected primarily the workforce training. He stated skilled trades, Allied Health, and Information Technology were included in the latter category. Mr. Estes continued the presentation to address the growth of VPCC. He stated the increased enrollment reflected reversal of a trend where VPCC's enrollment had been declining for a while. He added that point was consistent with the national trend for community colleges since 2012. Mr. Estes cited some of the driving factors impacting that trend, adding VPCC had now entered a growth phase. He noted a 27% increase in dual enrollment and provided additional statistics on other areas. Mr. Estes further noted of the 23 community colleges in the system, VPCC was ranked fourth in the number of workforce industry credential trainings. He stated Mr. Fairchild would address the next section of the presentation.

Mr. Fairchild addressed the Board highlighting the dual enrollment breakdown. He noted categorical increases throughout VPCC with improved retention rates and graduation rates. Mr. Fairchild further noted these increases reflected more students returning to VPCC, more students successfully graduating, and more short-term certificate completions. He provided details on the Passport and Uniform Certificate of General Studies (UCGS) Program, adding the Passport and UCGS Program greatly benefited dual enrollment students.

Mr. Estes noted the importance of those pathway transfers and the university partnerships involved in the program. He continued the presentation highlighting employment statistics after program completion. Mr. Estes noted the return on investment to students and the community. He further noted workforce training was a vehicle to employment and VPCC was highly cognizant of that fact. Mr. Estes addressed the economic impact analysis factor which included approximately \$30 million in operational spending, \$5.5 million in student impact, and \$211.6 million in alumni impact. He continued the presentation with three perspectives for investment analysis: student, taxpayer, and social. Mr. Estes noted the positive outcome of the investment analysis findings. He stated VPCC was growing and addressed expansion projects that included rebuild of the Performing Arts Theater (Hampton campus), Student Success and Campus Administration Building (Hampton campus), the Center for Excellence in Childhood Development, and a New Skilled Trades Center with the latter two projects in the City of Newport News Southeast Center, near the Marshall-Ridley neighborhood. Mr. Estes noted the February 2023 opening of the Toano Trades Center emphasizing its welding and carpentry programs.

Mr. Fairchild addressed new academic programming was launching and would be housed at the Historic Triangle Campus. He provided details on the licensed practical nurse program, which would be accepting students in the fall semester. Mr. Fairchild noted the Passport and UCGS program would be available at the Historic Triangle Campus. He added VPCC was also reimagining its Dental Hygiene Assistant Program due to cost challenges. Mr. Fairchild provided details on the reimagining plan. He addressed other areas of increased future

community impact which included the Center for Career, Internship, and Transfer Services (Hampton campus), the Healthcare Training Center, and the Educational Programming and Innovation Center. Mr. Fairchild thanked the Board.

Ms. Larson asked the Board if any member had questions.

Mr. McGlennon noted increased community outreach from VPCC over the past months. He commended VPCC for its efforts particularly in the workforce area.

Ms. Larson referenced the Williamsburg-James City County (WJCC) School dual enrollment numbers. She questioned the reduction and if it was fewer students or program slots.

Mr. Fairchild responded that 218 students participated in dual enrollment in fall 2022.

Ms. Larson asked if the 218 was total or only WJCC students.

Mr. Fairchild stated 218 was students from Jamestown, Lafayette, and Warhill High Schools. He provided additional statistics on dual enrollment. Mr. Fairchild noted VPCC's concerted effort to work with school agencies regarding dual enrollment, adding challenges existed in matching programs to school systems and credentials for high school faculty regarding the college courses.

Ms. Larson thanked Mr. Fairchild. She cited personal experience with her youngest daughter in the dual enrollment program. Ms. Larson expressed her support of dual enrollment. She extended her appreciation to Mr. Estes and Mr. Fairchild.

D. CONSENT CALENDAR

Ms. Larson asked if any Board member wished to pull any item.

1. Authorization to Continue Leasing Flock Safety LPR Cameras

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, Null

2. Grant Award - \$7,974 - Circuit Court Records Preservation Program

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, Null

3. Grant Award - \$15,000 - Virginia DEQ CBPA Support Grant 2024

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, Null

4. Grant Award \$9,164 - Virginia Conservation Assistance Program Funding - Brickyard Landing Park

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, Null

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, Null

The Minutes Approved for Adoption included the following meetings:

- o February 13, 2024, Regular Meeting
- o February 27, 2024, Business Meeting
- o March 2, 2024, Board of Supervisors Retreat

6. Resolution of Chesapeake Bay Preservation Ordinance Violation at 156 Spencer's Grant

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, Null

E. BOARD DISCUSSIONS

1. Forge Road Scenic Roadway Protection

Mr. Jason Purse, Assistant County Administrator, stated the Board had discussed this item several times over the past few months. He noted concern regarding the Community Character Corridor focus and potential regulatory impacts to additional properties which may be unwanted. Mr. Purse stated staff was reviewing the best option for addressing that point and the possibility of an Overlay District along Forge Road. He noted Agenda Packet material identified properties of 40 acres or more along Forge Road. Mr. Purse further noted the properties in a PowerPoint presentation. He asked if the Board could support this configuration and if so then staff could present it to the Policy Committee for additional discussion.

Mr. Hipple indicated he was fine with that point and ready to move forward.

As the Board had no questions or concerns, Ms. Larson thanked Mr. Purse.

2. Government Center Update

Mr. Brad Rinehimer, Assistant County Administrator, addressed the Board reiterating his commitment to provide updates on the Government Center at the Board's Business Meetings. He referenced a recent large staff meeting consisting of County leadership that offered the group an opportunity to provide input on their needs for the facility. Mr. Rinehimer provided additional details on that meeting. He added a list had been compiled for a stakeholder group comprised of citizens and business owners who lived or worked in the County. Mr. Rinehimer noted invitations had been extended to the stakeholder group for additional input. He further noted the timeline for the stakeholder meeting. Mr. Rinehimer stated the bi-weekly meetings with the builder group continued and added a tour of the Law Enforcement Center was slated for the group on March 27. He noted the tour offered the group the opportunity to see firsthand implementation of security and safety features. Mr. Rinehimer stated work continued on the programming phase. He added that the architects were currently meeting with department directors regarding space needs and addressing reduction of the total square footage. Mr. Rinehimer noted scheduling time with the Board for its input also. He further noted tours of the Virginia Beach Municipal Center and the Suffolk Municipal Building were being scheduled toward the end of April and welcomed any Board members who were available to attend. Mr. Rinehimer noted he would provide a definitive date to the Board for the tours.

Ms. Larson stated her appreciation for the large staff meeting and the safety and security

concerns from staff. She noted the many requests and varied ideas from staff for consideration, adding she thought the exercise had gone very well.

3. Appointment - Eastern Virginia Regional Industrial Facilities Authority

A motion to Appoint Ms. Null was made by Michael Hipple, the motion result was Passed.

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

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

Ms. Larson noted Board discussion on an appointment to the Eastern Virginia Regional Industrial Facilities Authority (EVRIFA).

Mr. Stevens stated Ms. Sue Sadler, former Supervisor, had been appointed to EVRIFA. He noted Mr. Chris Johnson, Director of Economic Development, had discussed the EVRIFA appointment with Ms. Null. Mr. Stevens added this was an elected official position and alternates were available if schedule conflicts arose. Mr. Stevens noted this appointment was therefore being brought to the Board's attention.

Ms. Larson thanked Mr. Stevens. She asked Ms. Null if she would serve on the EVRIFA.

Ms. Null stated she was willing and happy to take the appointment.

Ms. Larson asked if a roll call was necessary.

Mr. Stevens confirmed yes to make the appointment official.

F. BOARD CONSIDERATION(S)

None.

G. BOARD REQUESTS AND DIRECTIVES

Both Ms. Null and Mr. Hipple noted they had no comments.

Mr. McGlennon noted he had taken a tour of Jamestown High School on March 13. He stated he was joined by Ms. Amy Chen, a newly selected member of the Williamsburg City Council for the WJCC School Board. He provided details of the tour and expressed his appreciation of the opportunity to visit two classrooms and experience the teacher-student interaction. Mr. McGlennon referenced the Joint Meeting with the Williamsburg City Council and the WJCC School Board on March 15 and the budget requests.

Mr. Icenhour thanked Mr. Purse for his assistance with a constituent concern regarding abandoned vehicles in one of the neighborhoods in his district. Mr. Icenhour noted Mr. Purse had the situation quickly resolved. He added a nice thank you had been received and he wanted to be sure to direct the appreciation to Mr. Purse and staff on the matter. Mr. Icenhour stated he recently attended the Greater Williamsburg Chamber of Commerce Board meeting, adding the Chamber met every other month. He noted the meeting was held at the Yorktown Naval Weapons Station Training Center. Mr. Icenhour provided details of the meeting. He noted he was joined by Ms. Larson at a recent monthly breakfast group meeting.

Ms. Null noted she had attended the graduation at the Virginia Peninsula Regional Jail for the five women who had completed their class for getting off drugs. She further noted she was joined by the Honorable Virginia Delegate Amanda Batten and other dignitaries. Ms. Null provided additional details on the program and graduation.

Ms. Larson noted attendance at the Joint Meeting with the Williamsburg City Council and the WJCC School Board. She stated shortly after that meeting, she went to the Williamsburg Community Chapel where the Williamsburg Symphony was presenting a program for local elementary students. Ms. Larson noted the presentation was on Ellis Island and she provided additional details, adding it was an excellent program. She stated later that day she was joined by Mr. McGlennon, Williamsburg City Council Member Mr. Caleb Rogers, and Assistant County Administrator Brad Rinehimer for the local government talk with the Sorensen Institute for Political Leadership's Political Leaders Program (PLP) class for this year. She extended her thanks to Mr. McGlennon and Mr. Rinehimer. Ms. Larson noted her participation on a panel at the Williamsburg Landing and extended her thanks to the group. She stated she and Ms. Sarah Ortego, Chair of the WJCC School Board, participated in a webinar with the Virginia Association of Counties (VACo) about School Board and Board of Supervisor relations. Ms. Larson noted Ms. Null was in the VACo class for the Virginia Certified County Supervisors' Program certification. Ms. Larson further noted meeting with the owner of Muddy Marley's Dog Wash, Ms. Rebecca Mulvain, a Director on the County's Economic Development Authority. Ms. Larson provided information on an upcoming dog event coordinated by Ms. Mulvain. She noted she would provide additional details at a later date. Ms. Larson stated she and Mr. Stevens attended the Hampton Roads Transportation Planning Organization (HRTPO) and Hampton Roads Planning District Commission (HRPDC) meetings in Chesapeake on March 21. She noted a recap of the meetings should be available to Board members and to notify her if members were not receiving the recaps.

Mr. Hipple noted he had received notice of Ms. Larson's good comments made during the meetings.

Ms. Larson thanked Mr. Hipple.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted the 46th Annual County-wide Spring Cleanup will take place on Saturday, April 27. He further noted the Clean County Commission would provide equipment, location, and other details for volunteers. Mr. Stevens stated groups and individuals were welcome and more information was available by calling 757-259-5375. He noted the Real Estate Assessments Division had been fielding numerous calls related to the real estate assessments that had been sent in late February. Mr. Stevens asked for patience as staff returned calls. He added the assessment process was driven by State Code and if citizens felt their assessment value was wrong to contact the Real Estate Assessments Office at 757-253-6650. Mr. Stevens noted the staff deadline regarding assessments was the end of March while the Board of Equalization appeal deadline was April 29, adding there was still time for citizens to appeal their assessments if they felt they were in error. He further noted the Fiscal Year 2025-2026 Proposed Budget would be released March 29. Mr. Stevens encouraged residents to learn more about the budget, adding Board members would be hosting a public meeting in their respective districts regarding the proposed budget. He noted residents were welcome to attend any meeting regardless of the district. Mr. Stevens stated the schedule for the Community Budget Meetings included the following dates: Berkeley District, April 3 at Legacy Hall at 6 p.m., Jamestown District, April 4 at the James City County (JCC) Recreation Center at 6 p.m., Stonehouse District, April 8 at Toano Middle School at 6 p.m., Powhatan District, April 10 at Lois S. Hornsby Middle School at 6 p.m., and Roberts District, April 11 at the JCC Government Center, Building F at 4 p.m. Mr. Stevens noted the Public Hearing for the Proposed Budget would be held at the Board's April 9, 2024, Regular Meeting sometime after the 5 p.m. start of the meeting. He stated he and Ms. Sharon McCarthy, Director of Financial and Management Services, would participate in a budget podcast that would appear prior to April 5. Mr. Stevens noted the primary need for increased revenue was for staff, both County and WJCC School staff. He further noted the pay was not competitive in many areas and addressed those points. Mr. Stevens stated May 14 was slated for the Board to adopt the budget.

Ms. Larson referenced the 3% rate increase for WJCC School staff, but the WJCC School Board requested a 4.5% rate increase.

Mr. Stevens confirmed yes.

Ms. Larson asked if the Proposed Budget reflected the 4.5% rate increase.

Mr. Stevens confirmed yes. He stated if the School Division went with a 1% rate increase, particularly if above the state amount, then the difference was on the localities and would be a significant amount for the County and the City of Williamsburg. Mr. Stevens noted the cost of salaries and benefits and its impact on the budget.

Ms. Larson thanked Mr. Stevens. She noted the dog event was chesapeake dock dogs.org and sponsorships were available. Ms. Larson also extended thanks to the General Services Department with its assistance when a motorist hit a sign across from Jamestown High School. She noted no one claimed ownership on the sign, but General Services and Mr. Kinsman were very helpful on that point. Ms. Larson added a search for the party to assist with payment was underway.

I. CLOSED SESSION

A motion to Enter a Closed Session was made by Michael Hipple, the motion result was Passed.

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

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

At approximately 1:52 p.m., the Board of Supervisors entered a Closed Session.

At approximately 2:23 p.m., the Board re-entered Open Session.

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

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

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

1. Consultation with the County Attorney regarding specific legal matters requiring the provision of legal advice by the County Attorney; in particular, ownership and road maintenance status of the road known as Route 1101, Shellbank Drive, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia
2. Certification of Closed Session

Ms. Larson asked if there were any other matters before the Board to address.

Mr. McGlennon referenced Board Requests and Directives. He noted over the past few years a constituent with a stormwater concern had contacted him. Mr. McGlennon further noted some concern between staff and the constituent over responsibility and stormwater erosion damage on the constituent's property. Mr. McGlennon stated the constituent was told by staff that no current funding for the erosion was earmarked, but that he would be put on a list for potential projects. He noted the constituent asked was there a list, where was he on the list, and was there any likelihood he would move on the list. Mr. McGlennon further noted despite several requests he had not received any answers. He questioned if any type of funding to address such issues was available and if not, should it be in the future. Mr. McGlennon also questioned

responsibility and a sense of direction on those points.

Ms. Larson noted that point was valid for both individuals as well as neighborhoods and ensuing development. She further noted grant funding but questioned if Mr. McGlennon's request could be addressed.

Mr. Stevens stated he had heard about a list but added with regard to stormwater the point to address the issue(s) needed to be determined. He referenced the Virginia Department of Transportation's (VDOT) criteria regarding drainage ditches.

Mr. Icenhour noted an earlier conversation with Mr. Stevens about the Meadows II neighborhood in his district. He stated the neighborhood had a homeowners association (HOA) that was responsible for a Best Management Practice (BMP) with a cost of approximately \$100,000 in upcoming maintenance. Mr. Icenhour noted the neighborhood was comprised of approximately 135 homes. He added about half of the drainage area from the BMP came from non-HOA homes or VDOT right-of-way. Mr. Icenhour noted the inequity of some homeowners paying while others did not have to address the issue. He further noted direction on these types of situations.

Mr. Stevens noted discussion on general stormwater issues and existing concerns with the Board at a future meeting. He further noted then a direction could be established.

Mr. McGlennon agreed. He noted the possibility of adding the stormwater issues on the Legislative Agenda with reference to VDOT. Mr. McGlennon stated the stormwater issues also had potential consequences to the Chesapeake Bay and other areas.

Ms. Larson thanked Mr. McGlennon.

Mr. Icenhour referenced the previous discussion on the Utility-Scale Solar Facility applications and the incorporation of a policy rather than an Ordinance. He noted he was in favor of Mr. Kinsman's suggestion to use a policy. Mr. Icenhour stated he had drafted policy revisions that he had shared with Mr. Stevens and Mr. Kinsman. He added he would give Mr. Paul Holt, Director of Community Development, a copy and email copies to his fellow Board members. Mr. Icenhour asked each member to review it and include additional revisions. He stated a policy would allow staff to address the applications without presenting them to the Board.

Ms. Larson asked if staff feedback would be noted.

Inaudible response.

Ms. Larson asked if the Community meetings would remain open for each meeting or what procedure would be used.

Inaudible response.

Mr. Stevens noted some concern regarding the recent court ruling. He further noted the meeting was not being held for a roll call. He added Ms. Larson and the respective District representative would be present but he and staff would facilitate the majority of speaking at the meetings. Mr. Stevens stated the Board members would not be taking any action at these meetings, but the meetings were advertised per the interpretation of the current law where if three Board members were in attendance with or without action taken then advertisement was required.

Ms. Larson questioned adjournment and if the meetings should be called and other procedural questions.

Mr. Kinsman's response was inaudible.

Ms. Larson noted the current meeting would be adjourned with a call for the April 3, 2024, Community Meeting, if three or more Board members were present. She further noted that procedure would be done for each Community Meeting.

Mr. Kinsman's response was inaudible.

Mr. Hipple questioned the process.

Mr. Kinsman's response was inaudible.

J. ADJOURNMENT

1. Adjourn until 6 pm on April 3, 2024 for the Berkeley District Community Meeting

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

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

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

At approximately 2:33 p.m., Ms. Larson adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUDGET COMMUNITY MEETING – BERKELEY DISTRICT
LEGACY HALL
4301 NEW TOWN AVENUE, WILLIAMSBURG, VA 23188

April 3, 2024

6:00 PM

A. CALL TO ORDER

Ms. Ruth Larson, Chair, called the Board of Supervisors meeting to order at 5:46 pm, once three Members of the Board of Supervisors were present and assembled together.

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

Scott A. Stevens, County Administrator

Mr. Hipple arrived at 5:53 pm.

Mr. McGlennon arrived at 5:56 pm.

C. PRESENTATION(S)

Ms. Larson made brief introductory comments to the citizens in attendance before introducing Mr. Stevens.

Mr. Stevens gave a detailed presentation on the County's proposed budget.

Mr. Stevens answered questions from the citizens regarding the County's proposed budget.

The Board of Supervisors did not engage with each other or the citizens during the question-and-answer period.

D. ADJOURNMENT

Mr. Icenhour made a motion to adjourn, which passed unanimously.

The Board adjourned at 7:46 pm.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUDGET COMMUNITY MEETING – JAMESTOWN DISTRICT
JAMES CITY COUNTY RECREATION CENTER
4301 NEW TOWN AVENUE, WILLIAMSBURG, VA 23188

April 4, 2024

6:00 PM

A. CALL TO ORDER

Ms. Ruth Larson, Chair, called the Board of Supervisors meeting to order at 5:49 pm, once three Members of the Board of Supervisors were present and assembled together.

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

Scott A. Stevens, County Administrator

Mr. Hipple arrived at 5:57 pm.

Mr. McGlennon arrived at 6:07 pm.

C. PRESENTATION(S)

Mr. Icenhour made brief introductory comments to the citizens in attendance before introducing Mr. Stevens.

Mr. Stevens gave a detailed presentation on the County's proposed budget.

Mr. Stevens answered questions from the citizens regarding the County's proposed budget.

The Board of Supervisors did not engage with each other or the citizens during the question-and-answer period.

D. ADJOURNMENT

Ms. Larson made a motion to adjourn, which passed unanimously.

The Board adjourned at 7:28 pm.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUDGET COMMUNITY MEETING – STONEHOUSE DISTRICT
TOANO MIDDLE SCHOOL
7817 RICHMOND ROAD, TOANO, VA 23168

April 8, 2024

6:00 PM

A. CALL TO ORDER

Ms. Ruth Larson, Chair, called the Board of Supervisors meeting to order at 6:03 pm, once three Members of the Board of Supervisors were present and assembled together.

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

Scott A. Stevens, County Administrator

Mr. Hipple arrived at 6:05 pm.

C. PRESENTATION(S)

Ms. Null made brief introductory comments to the citizens in attendance before introducing Mr. Stevens.

Mr. Stevens gave a detailed presentation on the County's proposed budget.

Mr. Stevens answered questions from the citizens regarding the County's proposed budget.

The Board of Supervisors did not engage with each other or the citizens during the question-and-answer period.

D. ADJOURNMENT

Mr. Hipple made a motion to adjourn, which passed unanimously.

The Board adjourned at 7:55 pm.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUDGET COMMUNITY MEETING – POWHATAN DISTRICT
LOIS HORNSBY MIDDLE SCHOOL
850 JOLLY POND ROAD, WILLIAMSBURG, VA 23188

April 10, 2024

6:00 PM

A. CALL TO ORDER

Ms. Ruth Larson, Chair, called the Board of Supervisors meeting to order at 5:57 pm, once three Members of the Board of Supervisors were present and assembled together.

B. ROLL CALL

Barbara E. Null, Stonehouse District

Michael J. Hipple, Powhatan District

John J. McGlennon, Roberts District

James O. Icenhour, Vice Chair, Jamestown District (Absent)

Ruth M. Larson, Chair, Berkeley District

Scott A. Stevens, County Administrator

Mr. McGlennon arrived at 6:15 pm.

C. PRESENTATION(S)

Mr. Hipple made brief introductory comments to the citizens in attendance before introducing Mr. Stevens.

Mr. Stevens gave a detailed presentation on the County's proposed budget.

Mr. Stevens answered questions from the citizens regarding the County's proposed budget.

The Board of Supervisors did not engage with each other or the citizens during the question-and-answer period.

D. ADJOURNMENT

Ms. Larson made a motion to adjourn, which passed unanimously.

The Board adjourned at 7:55 pm.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUDGET COMMUNITY MEETING – ROBERTS DISTRICT
GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

April 11, 2024

4:00 PM

A. CALL TO ORDER

Ms. Ruth Larson, Chair, called the Board of Supervisors meeting to order at 3:59 pm, once three Members of the Board of Supervisors were present and assembled together.

B. ROLL CALL

Barbara E. Null, Stonehouse District

Michael J. Hipple, Powhatan District

John J. McGlennon, Roberts District

James O. Icenhour, Vice Chair, Jamestown District (Absent)

Ruth M. Larson, Chair, Berkeley District

Scott A. Stevens, County Administrator

Mr. Hipple arrived at 4:03 pm.

C. PRESENTATION(S)

Mr. McGlennon made brief introductory comments to the citizens in attendance before introducing Mr. Stevens.

Mr. Stevens gave a detailed presentation on the County's proposed budget.

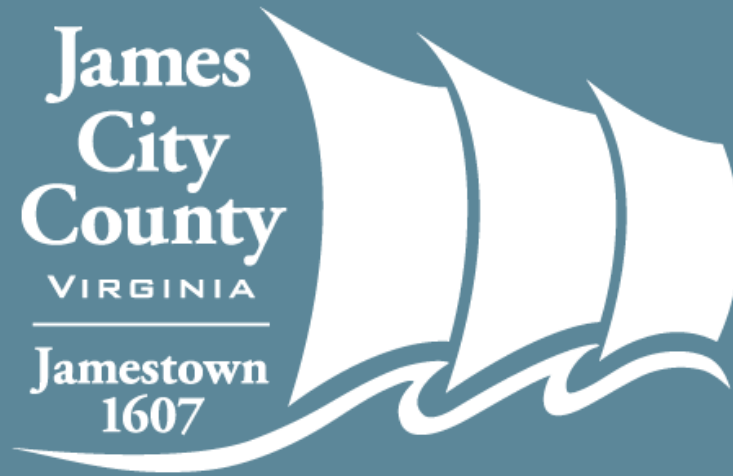
Mr. Stevens answered questions from the citizens regarding the County's proposed budget.

The Board of Supervisors did not engage with each other or the citizens during the question-and-answer period.

D. ADJOURNMENT

Mr. Hipple made a motion to adjourn, which passed unanimously.

The Board adjourned at 5:48 pm.

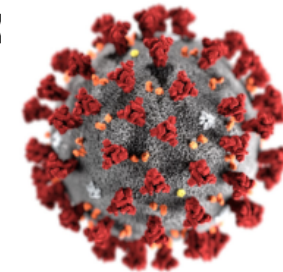


American Rescue Plan Act (ARPA) Update

Board of Supervisors Meeting
April 23, 2024

ARPA Overview

- Received \$14.8M in *Coronavirus State and Local Recovery Funds* in 2021
- ARPA funding is accounted for in its own separate fund
- Extensive reporting and audit requirements
- 4 eligible categories for spending and the County elected, “*Providing government services to the extent of revenue reductions due to the public health emergency*” - which was the broadest option
- Funds must be:
 - Obligated by December 31, 2024
 - Expended by December 31, 2026



American Rescue Plan Act - James City County					
Department	Project	Original Budget	Revised Budget	YTD Expended/ Encumbered	Remaining Balance
Housing & Neighborhood Development	Affordable Housing - Revenue Recovery	\$ 170,000	\$ 170,000	\$ 24,629	\$ 145,371
	Affordable Housing - Acquisition of Property	540,000	540,000	1,400	538,600
	Recommendations	125,000	125,000	91,791	33,209
	Housing Specialist	190,000	176,500	124,280	52,220
	Local Housing Choice Voucher Program	350,000	350,000	52,887	297,113
Community Development	Transportation Match - Revenue Recovery	175,000	175,000	175,000	-
Social Services	Non-Profit Grant Program	500,000	492,945	481,704	11,241
General Services	Elimination of Bathroom Touch Points	100,000	93,550	93,550	-
	Generator	234,000	234,000	234,000	-
	Satellite Office/ADA Compliance	500,000	61,688	61,688	-
	Capital Projects Coordinator	353,000	166,100	74,713	91,387
Parks & Recreation/ Tourism	Tourism and Hospitality Grant Program	500,000	-	-	-
	Ambler House	450,000	175,000	25,202	149,798
	Chickahominy Riverfront Park Well Facility	1,570,000	1,570,000	338,495	1,231,505
	Marina Infrastructure for Restaurant	1,120,000	1,120,000	88,244	1,031,756
	Marina Phase II	-	6,310,000	1,002,685	5,307,315
	Marina Structural Improvements	75,000	75,000	75,000	-
	Lower County Park	6,310,000	-	-	-
Financial & Mgmt.Services	Procurement Specialist	-	128,800	52,010	76,790
	Grant/Special Proj Analyst	288,000	351,100	246,447	104,653
Public Safety	CONNECT Program Medical Case Manager	240,000	287,500	211,680	75,820
	Police Compensation Adjustments	-	513,301	513,301	-
	Fire Compensation Adjustments	-	351,768	351,768	-
	Animal Control Compensation Adjustments	-	6,178	6,178	-
Information Resources Mgmt.	Replacement Phone System	560,000	560,000	-	560,000
	Fiber Optic	450,000	450,000	71,240	378,760
Contingency	Unallocated	63,696	380,266	-	380,266
GRAND TOTAL		\$ 14,863,696	\$ 14,863,696	\$ 4,397,892	\$ 10,465,804



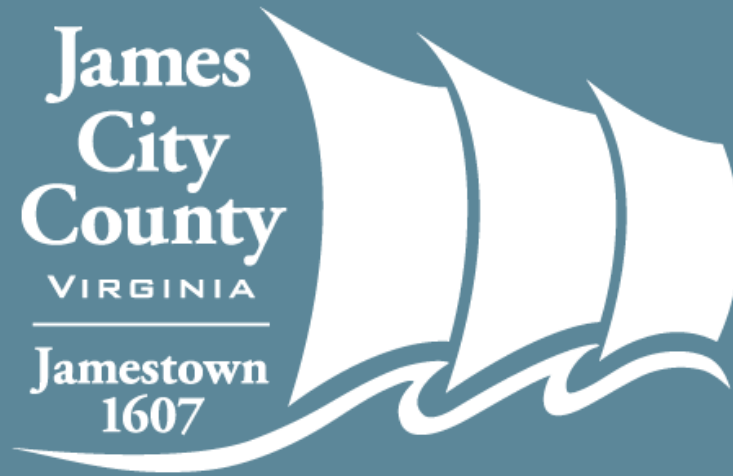


American Rescue Plan Act (ARPA) Update

Board of Supervisors Meeting
April 23, 2024

American Rescue Plan Act - James City County (as of March 31, 2024)							
Department	Project	Original Budget	Revised Budget	YTD Expended/ Encumbered	Remaining Balance	Details	Status
Housing & Neighborhood Development						Most Housing projects are funded by three funding streams: state/local funds, JCC budget allocations, and program income (i.e., payments that homeowners make to the County). As a result of the pandemic, the VA Department of Housing and Community Development ordered that, all monthly payments from homeowners under the Community Development Block Grant and Indoor Plumbing Repair (IPR) programs must be forgiven, thereby eliminating one source of funding for local housing projects in JCC. Funding under this project supported a Home Repair Blitz in partnership with Habitat for Humanity joining forces to provide home repairs to veteran, low income, elderly or disabled homeowners in JCC, as well as the development of parcels on Catalpa Drive, Clark Lane, and Old Mooretown Road which will be developed into affordable and workforce housing.	In-Progress
	Affordable Housing - Revenue Recovery	\$ 170,000	\$ 170,000	\$ 24,629	\$ 145,371		
	Affordable Housing - Acquisition of Property	540,000	540,000	1,400	538,600	Funding requested to acquire property to develop a new neighborhood with homes for sale/rent that are affordable to those families with low/moderate income. 3 properties are under contract for purchase as of February 2024.	In-Progress
	Affordable Housing - Implementation of Study Recommendations	125,000	125,000	91,791	33,209	The Workforce Housing Task Force made several recommendations in the 2019 study. JCC identified highly feasible projects that did not require additional staff resources and were recommended in the short and medium timeframes. JCC engaged consulting services with the VA Center for Housing Research and Housing Forward Virginia to review legislation as it pertains to JCC's ability to require and incentivize affordable housing as a component of the approval process for new residential development in an effort to enhance affordable and workforce housing in the County. Further, the County is working with Civic Plus to develop a portal on the County's website to provide resources and information to those in the County with housing assistance needs.	In-Progress
	Housing Specialist	190,000	176,500	124,280	52,220	A limited-term position in the Housing office to oversee the local Housing Choice Voucher program implemented under ARPA.	In-Progress
	Local Housing Choice Voucher Program	350,000	350,000	52,887	297,113	The Local HCV Program provides financial housing subsidies and Housing Counseling services to households in the County who earn more than the federal HUD limit of 50% of the Area Median Income (AMI) of \$42,500 for a family of four, yet cannot afford safe and decent housing on their own due to economic loss as a result of the pandemic. As of April 1, 2024, the program has enrolled 14 eligible families. Of those, 12 families are currently receiving subsidies, 1 family has transitioned to the Mainstream Voucher Program and 1 family has moved on to homeownership. The total number of participants to date is 42 with 20 of those being children less than 18 years old. These families have achieved the following outcomes: 1) Total combined savings of \$4,641; 2) Total combined debt reduction of \$8,468; 3) Average credit score improvement of 144 points, 4) Total combined increase in annual income of \$18,329.	In-Progress
	Total	\$ 1,375,000	\$ 1,361,500	\$ 294,987	\$ 1,066,513		
Community Development	Transportation Match - Revenue Recovery	\$ 175,000	\$ 175,000	\$ 175,000	\$ -	Due to revenue reductions from the pandemic, the local transportation match budget was reduced by \$725,000. ARPA funds allowed \$175,000 in priority transportation and roadway infrastructure projects to still be completed.	Final Stages
	Total	\$ 175,000	\$ 175,000	\$ 175,000	\$ -		
Social Services	Non-Profit Grant Program	\$ 500,000	\$ 492,945	\$ 481,704	\$ 11,241	Twelve local, non-profit organizations received grants from James City County through the County's ARPA funding.	Final Stages
	Total	\$ 500,000	\$ 492,945	\$ 481,704	\$ 11,241		
General Services	Elimination of Bathroom Touch Points	\$ 100,000	\$ 93,550	\$ 93,550	\$ -	County facilities' conversion of faucets and toilets to touch free restroom fixtures to prevent the spread of disease.	Completed
	Emergency Communications Center Generator	234,000	234,000	234,000	-	Installation of an additional emergency generator that supplies power to the JCC Emergency Operations Center (EOC)	Completed
	Satellite Office/ADA Compliance	500,000	61,688	61,688	-	Project funded design for renovating Satellite DMV Office and ADA compliance updates in Building D	In-Progress
	Capital Projects Coordinator	353,000	166,100	74,713	91,387	A limited-term position to assist with the increased demand on General Services for ARPA-funded and other projects.	In-Progress
	Total	\$ 1,187,000	\$ 555,338	\$ 463,951	\$ 91,387		
Parks & Recreation/ Tourism	Tourism and Hospitality Grant Program	\$ 500,000	\$ -	\$ -	\$ -	Grants for tourism and hospitality industries; separate grant awarded.	-
	Ambler House	450,000	175,000	25,202	149,798	Construct utility improvements including water, sewer, and electric service at the historic Ambler House located in Jamestown Beach Event Park. The extension of utilities will allow the County the ability to put this property back in use as a special events space. This will not only serve as an asset to the Jamestown Corridor but will also generate lease and tax revenue for the County. The additional park improvements will increase the number of visitors to the site and facilitate more event opportunities that would generate revenue. The original request included funding for a portable stage and restroom trailer, but those projects were funded under a separate Virginia Tourism grant also funded through ARPA.	In-Progress
	Chickahominy Riverfront Park Well Facility	1,570,000	1,570,000	338,495	1,231,505	The existing well is outdated and has met its life expectancy. The replacement of the well facility will provide a safe and reliable source of water for the park, and is critical for JCC's ability to effectively operate the outdoor facilities for the community and to enhance the travel/tourism sector.	On-Hold
	Marina Infrastructure for Restaurant	1,120,000	1,120,000	88,244	1,031,756	Improvements at the JCC Marina to support a new restaurant that will be privately funded and operated. The restaurant would enhance existing services at the marina, expand the local tax base, and positively impact that sector of our local economy that was significantly impacted during COVID-19. Improvements include utilities, storm water, landscaping, and parking.	In-Progress
	Marina Phase II	-	6,310,000	1,002,685	5,307,315	Phase 2 improvements include boat shed demo, dredging, floating docks and infrastructure (electric, plumbing, pedestals), parking, bathhouse, relocate boat ramp, parking for marina, parking for restaurant, replace covered boat houses, and adding uncovered slips.	In-Progress
	Marina Structural Improvements	75,000	75,000	75,000	-	Project involves structural improvements to the Marina bldg. and will ensure that travel, tourism, and hospitality operations associated with the Marina will continue to safely serve visitors.	In-Progress
	Lower County Park	6,310,000	-	-	-	Project moved to CIP Fund.	-
	Total	\$ 10,025,000	\$ 9,250,000	\$ 1,529,626	\$ 7,720,374		
Financial &	Procurement Specialist	\$ -	\$ 128,800	\$ 52,010	\$ 76,790	A limited-term position to assist with solicitations, contract awards, and oversight associated with the increased demand on Purchasing personnel due to the large number of ARPA-funded projects, and other departmental needs. This position was funded through vacancy savings in the ARPA Capital Projects Coordinator that was not filled for over a year.	In-Progress

Department	Project	Original Budget	Revised Budget	YTD Expended/ Encumbered	Remaining Balance	Details	Status
Management Services	Grant/Special Proj Analyst	288,000	351,100	246,447	104,653	This limited-term position provides support with the development, execution, administration, and reporting for ARPA projects and initiatives as well as other grants/special projects. Costs include personnel, equipment, furniture, and building construction to create office for the position.	In-Progress
	Total	\$ 288,000	\$ 479,900	\$ 298,457	\$ 181,443		
Public Safety	CONNECT Program Medical Case Manager	\$ 240,000	\$ 287,500	\$ 211,680	\$ 75,820	This program provides a connection to supportive services for older adults to meet their individual needs by lifting barriers to social determinants of health in order to achieve their optimal health status. The program started in 2018 as a collaboration between Social Services, Fire/EMS, and Police to address the impact on first responders due to an increase in senior and disabled residents utilizing emergency services for non-emergency needs. Temporary Medical Case Manager to work with CONECT referrals. Referrals to the CONECT program increased significantly due to the pandemic. This position allows the program to follow individuals who are at high-risk, such as those with chronic diseases, to help manage their conditions while working with the Social Work Case Manager to address the social determinants creating a barrier to meeting their health needs.	In-Progress
	Police Compensation Adjustments	-	513,301	513,301	-	The County Administrator recommended pay increases and incentive payments to public safety personnel to help address significant staffing shortages due to recruitment and retention challenges. These expenses were funded by ARPA until they could be incorporated into the regular, annual budget.	Completed
	Fire Compensation Adjustments	-	351,768	351,768	-		
	Animal Control Compensation Adjustments	-	6,178	6,178	-		
	Total	\$ 240,000	\$ 1,158,747	\$ 1,082,927	\$ 75,820		
Information Resources Mgmt.	Replacement Phone System	\$ 560,000	\$ 560,000	\$ -	\$ 560,000	The current phone system used by departments is a 1990's Nortel that is no longer manufactured. Over the years, the system was retrofitted to remain operational. Parts for repair are primarily available through 3rd party vendors, but are becoming scarce. There is an absence of modern phone services beyond basic calling features, simple answering queues, and basic call statistics. Modern call center and soft phone services cannot be retrofitted into this system.	In-Progress
	Fiber Optic	450,000	450,000	71,240	378,760	Costs for fiber optic cabling maintenance included in FY2022 CIP to expand the cabling and complete loops in the fiber infrastructure for redundancy. This project includes the replacement of aging communication equipment to meet modern, high-speed needs.	In-Progress
	Total	\$ 1,010,000	\$ 1,010,000	\$ 71,240	\$ 938,760		
Contingency	Unallocated	\$ 63,696	\$ 380,266	\$ -	\$ 380,266	Remaining funding available.	In-Progress
	Total	\$ 63,696	\$ 380,266	\$ -	\$ 380,266		
GRAND TOTAL \$ 14,863,696 \$ 14,863,696 \$ 4,397,892 \$ 10,465,804							



FY2025-FY2026 Budget Discussion

Board of Supervisors Business Meeting

April 23, 2024



FY2025-FY2026 Budget Process

Sept. 2023:	Preliminary Work on the Budget Process Starts
Oct. - Dec. 2023:	Capital and Personnel Requests Submitted Meetings and Trainings Held
Jan. 2024:	Pre-budget Public Hearing Held Non-personnel and Outside Agency Requests Due
Feb. 2024:	Requests Reviewed Departmental Meetings Held Revenue Forecasts Prepared
Mar. 2024:	Proposed Budget Released
Apr. 2024:	Public Hearings, Community Mtgs., and Business Mtgs.
May 2024:	Scheduled Adoption of the Budget





FY2025 Proposed Budget Overview

- 1st year of the two-year budget and only year appropriated for spending
- Incorporates Strategic Plan goals and initiatives
- FY2025 Proposed Budget (All Funds) = \$289.3M
- FY2025 Proposed Budget (General Fund) = \$254.5M
 - No change in the real estate and personal property tax rates
 - Funding for investments in County staff retention and compensation
 - Increased funding for WJCC Schools' request to support teacher and staff pay raises
 - Excludes \$9M in additional requests





General Fund – Additional Revenue Allocation

Amount	Description
\$5.2M	Increase in the contribution to WJCC Schools for operations
\$11.2M	County Personnel Cost Increases (14 New FTE, Convert 10 PTE to 9 FTE, compensation study implementation, general wage increase, enhanced benefit, and mandated retirement contribution)
\$3.8M	Increase in support for capital projects and related debt service
\$1.2M	Increase in departments' operating costs, including professional services, software, and vehicle replacements
\$789K	Increase in the contributions to outside agencies (WRL, VPRJ, WATA, CBH, HRPDC)
\$692K	Increase in the transfers to the Other Funds to support programs
\$212K	Increase in curbside recycling costs





Fund Balance Discussion





Proposed Real Estate Tax Rate

Property Class	No. of Parcels	Value Change	%Change
Agricultural	319	\$ 10,160,700	4.73%
Commercial	1,313	\$ 48,174,800	2.88%
Residential	33,450	\$ 2,483,809,500	21.32%
Multifamily	166	\$ 37,206,000	5.05%
Total	35,248	\$ 2,579,351,000	18.06%

Lowered Tax Rate = \$.6801 per \$100 of assessed value

Tax rate that would levy the same amount of real estate tax as last year and offset the increased assessment

Proposed Tax Rate = \$.83 per \$100 of assessed value (no change from current year)

Effective Tax Rate Increase = \$.1499 per \$100 of assessed value (18.06%)

Difference between lowered and proposed tax rates





Potential Budget Reductions Discussion





Upcoming Meetings

BOS Meeting (Adoption) - May 14 at 5 p.m.

James City County Government Center, 101-F Mounts Bay Rd.

For more information:

Call 757-253-6602

Visit jamescitycountyva.gov/348





FY2025-FY2026 Budget Discussion

Board of Supervisors Business Meeting

April 23, 2024

MEMORANDUM

DATE: April 23, 2024

TO: The Board of Supervisors

FROM: Christy H. Parrish, Zoning Administrator

SUBJECT: SUP-20-0010. 9537 Barnes Road Hertzler Clearing and Grading

At its meeting on October 10, 2023, the Board of Supervisors adopted a Special Use Permit (the “SUP”) resolution to allow for the operation of a contractor’s office, warehouse, sheds, and the manufacturing and sale of wood products on property located at 9537 Barnes Road (see Attachment No. 1). The SUP was approved with 20 conditions. At the Board’s request, staff will provide an update on the progress of bringing the property in compliance with the SUP, Zoning Ordinance, and other applicable County Codes.

In accordance with the SUP, staff completed two inspections of the property. The first inspection was conducted on January 19, 2024, and the second inspection was conducted on April 3, 2024. Representatives from the Fire Department, Stormwater and Resource Protection Division, Building Safety and Permits, Planning, and Zoning Divisions attended both inspections. Results and notes from both inspections have been provided for review (see Attachment Nos. 3 and 4).

A site plan for the use was submitted to the Planning Division on December 8, 2023, and is currently in the review process. Additionally, courtesy reminders of upcoming SUP deadlines have been sent to the owners. The owners have been cooperative during both inspections.

Staff looks forward to discussing the results of these inspections with the Board. Staff from the Fire Department, Building Safety and Permits, and the Zoning Division will be present to address questions.

CHP/ap
SUP20-10_Hrtzlr-mem

Attachments:

1. Special Use Permit Resolution
2. Master Plan
3. January 19, 2024, Inspection Results
4. April 3, 2024, Inspection Results
5. Site Pictures
6. Fire Department Notes and Site Pictures
7. Staff Reminder Correspondence
8. [October 10, 2023, Meeting Files Link](#)

RESOLUTION

CASE NO. SUP-20-0010. 9537 BARNES ROAD

HERTZLER CLEARING AND GRADING

WHEREAS, the Board of Supervisors of James City County, Virginia, (the “Board”) has adopted by Ordinance specific land uses that shall be subjected to a Special Use Permit (SUP) process; and

WHEREAS, Mr. Steven L. Hertzler and Mrs. Mary E. Hertzler own property located at 9537 Barnes Road, and further identified as James City County Real Estate Tax Map Parcel No. 0430100012A (the “Property”); and

WHEREAS, Ms. Mary E. Hertzler has applied for an SUP to allow for the operation of a contractor’s office, warehouse, sheds and the manufacturing and sale of wood products on the Property, as shown on the Master Plan titled “Hertzler Property 9537 Barnes Road” and dated March 1, 2023; and

WHEREAS, the Planning Commission, following its public hearing on November 2, 2022, voted 3-4 on a failed motion to recommend approval of Case No. SUP-20-0010; and

WHEREAS, a public hearing was advertised, adjoining property owners notified, and a hearing conducted on Case No. SUP-20-0010; and

WHEREAS, the Board of Supervisors of James City County, Virginia, finds this use to be consistent with good zoning practices and the 2045 Comprehensive Plan Land Use Map designation for the Property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, after consideration of the factors in Section 24-9 of the James City County Code, does hereby approve the issuance of Case No. SUP-20-0010 as described herein with the following conditions:

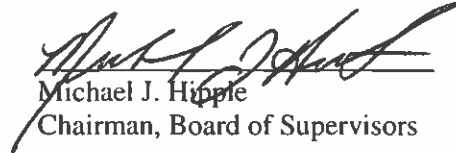
1. Master Plan. This SUP shall be valid for the operation of a contractor’s office, warehouse, sheds, and for the manufacturing and sale of wood products (the “Project”) located at 9537 Barnes Road, and further identified as James City County Real Estate Tax Map No. 0430100012A (the “Property”). Development of the Project on the Property shall occur generally as shown on the exhibit drawn by LandTech Resources, Inc. entitled, “Hertzler Property 9537 Barnes Road” and dated March 1, 2023 (the “Master Plan”), with any deviations considered pursuant to Section 24-23(a)(2) of the James City County Code, as amended (“County Code”).
2. Existing Conditions. All existing conditions of the Property, including any unapproved or unpermitted structures or improvements, shall be brought into full compliance with the Master Plan and all applicable regulations. Within six months of the date of approval of the SUP, an inspection of the Property shall be conducted by County staff for the purpose of verifying all existing conditions of the Property to be shown on the site plan required per Condition No. 3.

3. Site Plan. A site plan showing all existing, proposed, and required improvements associated with the Project in full compliance with the Master Plan shall be submitted within 60 days from the date of approval of the SUP, and final approval of the site plan shall be obtained within 24 months of the date of approval of the SUP, or the SUP shall automatically be void. All work and improvements shown on the approved site plan shall be completed, and an inspection of the Property shall be conducted by County staff for the purpose of verifying full compliance with the Master Plan and approved site plan shall occur within 12 months of the date of approval of the site plan, or the SUP shall automatically be void.
4. Sales. No sales shall occur on the Property.
5. Hours of Operation. The hours of operation of the Project shall be limited from 6:30 a.m. to 6:30 p.m., Monday through Friday, except for transportation related to occasional storm cleanup. Activities associated with the manufacturing of wood products, including but not limited to, sorting materials, grinding, chipping, sawing, and soil screening, and the usage of any dumpsters on the Property shall be limited to 8 a.m. to 5 p.m., Monday through Friday. Activities associated with the repair and maintenance of vehicles and equipment shall be limited to 7 a.m. to 5 p.m., Monday through Friday.
6. Vehicular Access. All vehicular access to the Project shall be directly from Barnes Road as shown on the Master Plan. No vehicles associated with the Project shall access the site through the adjacent properties.
7. Signage. No outdoor signage advertising the Project shall be allowed on the Property.
8. Lighting. All new exterior light fixtures on the Property, including new building lighting, shall have recessed fixtures with no lens, bulb, or globe extending below the casing. All new light poles shall not exceed 16 feet in height from finished grade. No light trespass, defined as 0.1-foot-candle or higher, shall extend across any boundary line of the Property. A lighting plan showing satisfaction of this condition shall be approved by the Director of Planning prior to site plan approval.
9. Landscape and Screening Plan. As part of the site plan for the Project, a landscape plan shall be submitted to the Planning Director or designee for review and approval prior to final site plan approval with the following standards:
 - a. A vegetated buffer 50 feet in width shall be provided along the Property's frontage on Barnes Road, the side property line to the north, and the rear property line. The side property line adjacent to Interstate 64 shall, at a minimum, provide the building setback area as a vegetated buffer. Existing vegetation in the buffer areas shall be retained and supplemented as necessary with additional plantings to meet the requirements of Section 24-96 of the County Code. An inventory of existing vegetation in the buffer areas shall be provided in the site plan for the Project for the purpose of verifying the quantity of existing vegetation.
 - b. All components of the Project shall be screened from the Barnes Road right-of-way and from adjacent properties to the north by either a full panel fence or landscaping. Any fencing used to meet this requirement shall be of a natural wood color. Fence height shall be a minimum of six feet and a maximum of eight feet. The location of any fencing shall be shown on the site plan for the Project, and the design shall be submitted to the Planning Director for review and approval prior to final site plan approval.


- c. All landscape material installed to meet this condition shall be evergreen and shall meet or exceed the applicable landscape standards contained in the Zoning Ordinance.
10. Vehicle and Equipment Storage and Maintenance. All storage of vehicles and equipment associated with the Project shall be limited to the areas identified on the Master Plan as "Area utilized for material processing and storage of vehicles/equipment" and "Area utilized for material processing, storage and maintenance of vehicles/equipment." All maintenance of vehicles and equipment associated with the Project shall be limited to the area identified on the Master Plan as "Area utilized for material processing, storage and maintenance of vehicles/equipment."
11. Material Storage. All storage of wood products shall comply with the following requirements:
- a. Piles shall be on solid ground or other all-weather surface.
 - b. Piles shall not exceed 25 feet in height, 150 feet in width, and 250 feet in length.
 - c. Piles shall be separated from adjacent piles by at least 50 feet.
12. Material Decomposition. The use of chemicals to aid in the decomposition of material shall be prohibited. No materials shall be burned on the Property.
13. Fire Safety Plan. Prior to final approval of the site plan for the Project, a Fire Safety Plan shall be submitted to and approved by the Fire Marshal or designee. The plan shall address:
- a. Access to all areas of the Property related to the Project and to the residence at the rear of the property.
 - b. The types of materials and equipment stored on the Property.
 - c. The capacity, availability, and access to any on-site water sources that may be used for fire suppression.
 - d. A plan for monitoring, controlling, and extinguishing spot fires.
14. Operations Mitigation Plan. Prior to final approval of the site plan for the Project, an Operations Mitigation Plan shall be submitted to and approved by the Planning Director or designee. The plan shall address:
- a. Dust mitigation, such as water trucks or similar methods.
 - b. Noise mitigation, such as the enforcement of hours of operation for the on-site activities.
 - c. Road monitoring of Barnes Road, to include cleaning of roadways of mud tracked onto Barnes Road from traffic associated with the Project.

15. Spill Prevention Control and Countermeasure Plan. Prior to approval of the site plan for the Project, a Spill Prevention Control and Countermeasure (SPCC) plan for the Project shall be submitted to the Stormwater and Resource Protection Director or designee for review and approval. The SPCC shall outline measures and procedures necessary for the operation of the Project.
16. Resource Protection Area Remediation. A remediation plan for all existing impacts to the Resource Protection Area (RPA) shall be submitted to and approved by the Stormwater and Resource Protection Director or designee within three months of the date of approval of the SUP. The plan shall include measures to restore the RPA to pre-development conditions or, where applicable, receive an exception as outlined in Chapter 23 of the County Code. The measures identified in the remediation plan shall be shown on the site plan for the Project and approved by the Stormwater and Resource Protection Director or designee prior to final site plan approval. All measures shall be completed to the satisfaction of the Stormwater and Resource Protection Director or designee within six months of the date of approval of the SUP.
17. Wetlands Permitting. Proof of permitting from the United States Army Corps of Engineers for any existing impacts to wetlands shall be submitted to the Stormwater and Resource Protection Director or designee prior to final approval of the site plan for the Project.
18. Stormwater Management. The stormwater management plan included with the site plan for the Project shall account for all development on the Property. All stormwater management facility designs shall be shown on the site plan for the Project.
 - a. If intended to be used for stormwater management purposes, the existing pond on the Property shall be designed and upgraded as necessary to meet all criteria for a Virginia Department of Environmental Quality BMP Clearinghouse Specification No. 14 Level 2 Wet Pond.
 - b. All water quality treatment associated with the Property must be provided on-site. The purchase of off-site nutrient credits shall be prohibited.
 - c. The Forested Open Space land use category may be used to account for a maximum of 50% of the required water quality treatment associated with the Property.
19. Inspections for Compliance with Conditions. Between January 1 and January 30 of each year, zoning staff shall be allowed to enter upon the Property to ensure compliance with all SUP conditions.
20. Severance Clause. This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.




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>
<u>✓</u>	<u>✓</u>	<u> </u>	<u> </u>
<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
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<u>✓</u>	<u> </u>	<u> </u>	<u> </u>

Adopted by the Board of Supervisors of James City County, Virginia, this 10th day of October, 2023.

SUP20-10_Hertzlr-res

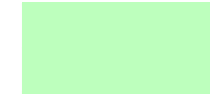

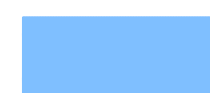
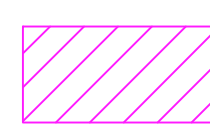
EXISTING STRUCTURE TABULATION:

ALL STRUCTURES ARE LESS THAN 35' IN HEIGHT

OUT BUILDING #1	STORAGE	120 S.F.
OUT BUILDING #2	STORAGE	340 S.F.
OUT BUILDING #3	STORAGE	950 S.F.
OUT BUILDING #4	STORAGE	2,100 S.F.
OUT BUILDING #5	GARAGE	1,600 S.F.
OUT BUILDING #6	STORAGE	330 S.F.
OUT BUILDING #7	STORAGE	400 S.F.
OUT BUILDING #8	STORAGE	930 S.F.
OUT BUILDING #9	STORAGE	1,300 S.F.

STATISTICAL DATA:

TOTAL PARCEL AREA	±1,246,252 S.F. / ±28.61 AC.
EX. PARCEL COVER	
IMPERVIOUS SURFACES	254,390 S.F. / 5.84 AC. (20.41%)
MANAGED TURF	275,736 S.F. / 6.33 AC. (22.13%)
FOREST	±716,126 S.F. / ±16.44 AC. (57.46%)
TOTAL EMPLOYEES	8
TRAFFIC GENERATION	20 TRIPS PER DAY

	RESIDENTIAL USE AREA
	LIMITS OF OPERATION
	POND IF TO REMAIN SHALL BE DESIGNED TO LEVEL 1 WET POND
	AREA WITHIN RPA TO BE MITIGATED



MASTER PLAN
HERTZLER PROPERTY
9537 BARNES ROAD
JAMES CITY COUNTY
VIRGINIA

Scale: 1" = 60'
Date: 03/01/2023
Job Number: 21-018
Drawn By: WSW
Sheet Title:
MASTER PLAN
Sheet Number:
MP101

Hertzler Clearing and Grading

Yearly Inspection List (per SUP)

Date of Inspection January 19, 2024

Condition # 19 - Between January 1 and January 30 of each year, zoning staff shall be allowed to enter upon the Property to ensure compliance with all SUP conditions.

SUP Conditions	Pass / Fail	Notes
# 1 - Is the property in compliance with the approved master plan?	N/A	Site Plan is still under review, Staff has provided comments to the applicant from the first submittal.
# 3 - Is the property in compliance with the approved site plan?	N/A	Site Plan is still under review, Staff has provided comments to the applicant from the first submittal.
# 4 - Is there any evidence of sales occurring on the property?	Pass	Staff saw no evidence of sales occurring on the property.
#5 - Is there evidence that the hours of operation exceed 6:30 a.m. to 6:30 p.m. Monday through Friday. Please ask owner to verify compliance. Has there been any complaints received in the last year?	Pass	Staff saw no evidence of the hours of operation being exceeded.
#5 - Is there evidence that the hours of operation associated with the manufacture of wood products, including but not limited to, sorting materials, grinding, chipping, sawing, and soil screening, and the usage of any dumpsters exceed 8:00 a.m. to 5:00 p.m. Monday through Friday. Ask owner to verify compliance. Has there been any complaints received in the last year?	Pass	Staff saw no evidence of the hours of operation being exceeded.
#5 - Is there evidence that activities associated with repair and maintenance of vehicles and equipment exceeds 7:00 a.m. to 5:00 p.m. Monday through Friday. Ask owner to verify compliance. Has there been any complaints received in the last year?	Pass	Staff saw no evidence of the hours of operation being exceeded.
#6 - Is there evidence the business using any entrance to the property other than from Barnes Road?	Pass	Staff saw no evidence of the alternative road being used for anything other than personal use.
#7 - Is there signage advertising the business?	Pass	Staff saw no evidence of signage for the business.
#8 - Is there any new exterior lighting on site?	Pass	No lighting on-site appeared to be recently added.
#8 - Are the existing lights shown on the approved site plan in compliance?	N/A	Site Plan has not yet received final approval.
#9 - Inspect 50' vegetated buffer along Barnes Road, side property line to the north and rear property line.	Pass	Staff did not see any disturbance of the existing buffer.
#9 - Inspect vegetated building setback area buffer adjacent to I64.	Pass	Staff did not see any disturbance of the existing buffer.
#9 - Are all components of the project screened from Barnes Road and from adjacent properties with either a full panel fence or landscaping? Is the fence or landscaping in accordance with the approved site plan?	N/A	No fencing and Site Plan has not yet received final approval.
#9 - Is the landscaping in accordance with the approved site plan? Are the plant materials evergreen?	N/A	Site Plan has not yet received final approval and the Landscape Planner is currently reviewing their proposed plan.
#10 - Are all vehicles and equipment storage and maintenance located in the appropriate areas designated on the master plan?	N/A	Site Plan has not yet received final approval and Planning is currently reviewing the proposed storage areas.
#11 - Are all piles on solid ground or other all-weather surface?	Fail	Ground surface unknown at time of inspection.
#11 - Are there any piles that exceed 25' in height, 150' in width, or 250' in length?	Fail	The pile appears to exceed the maximum height and width.
#11 - Are all plies separated by at least 50'?	Fail	Piles are not separated by 50'.
#12 - Verify that no chemicals to aid decomposition is being used.	Pass	No evidence of chemical decomposition was seen.
#12 - Verify that there is no evidence of any materials are being burned on site.	Fail	Assistant Fire Marshals mentioned a previous fire on-site a week before this inspection.
#13 - Verify that all areas of the property including the residence has access for fire response.	Fail	The Fire division raised concerns regarding access to the large piles on-site, including not meeting the 50' access.
#13 - Verify location of any on-site water source that may be used for fire suppression.	Fail	While the pond on-site could be a support, Fire Staff noted there was a lack of access and/or equipment that would be needed to utilize it.

SUP Conditions	Pass / Fail	Notes
#13 - Verify owner's plan for monitoring, controlling, and extinguishing spot fires. Ask if any fires have occurred in the last year.	Pass	Owner stated fire extinguishers are kept in all vehicles and buildings on-site.
#14 - Was any dust from the operation seen?	Pass	Staff noted no dust from the operation.
#14 - Was there any excess noise from the operation?	Pass	Staff did not hear excessive noise from the operation. No complaints have been received.
#14 - Was there any mud on Barnes Road?	Pass	Staff saw no mud on Barnes Road.
#15 - Verify that the Spill Prevention Control and Countermeasure Plan is being followed.	N/A	Site Plan has not yet received final approval.
#16 Verify with SRP that there are no RPA encroachments or violations.	Monitoring	Concerns regarding the replacement plantings dying. Owner stated intention of replanting once weather conditions were more ideal.
#17 Verify with SRP that there are no wetland encroachments or violations.	Monitoring	Concerns regarding the replacement plantings dying. Owner stated intention of replanting once weather conditions were more ideal.
#18 - Verify with SRP that there are no violations to the stormwater management plan.	N/A	Site Plan has not yet received final approval.
Other issues?	Issue	Large piles of tires located on-site and need to be properly disposed of. Zoning Administrator providing additional information for disposal.
Staff inspecting the property	Zoning, Planning, SRP, BSP, and Fire	Christy Parrish, Zoning Administrator Paxton Condon, Deputy Zoning Administrator John Risinger, Senior Planner Deirdre Wells, Chief Civil Engineer Mike Woolson, Section Chief Watershed Robin Benedict, Senior Watershed Planner Emily Grojean, Watershed Planner I Tom Coghill, Director Building Safety & Permits Nathan Otis, Assistant Fire Marshal IV Jared Randall, Assistant Fire Marshal IV Crew from Fire Station 1

Hertzler Clearing and Grading

SUP Condition # 2

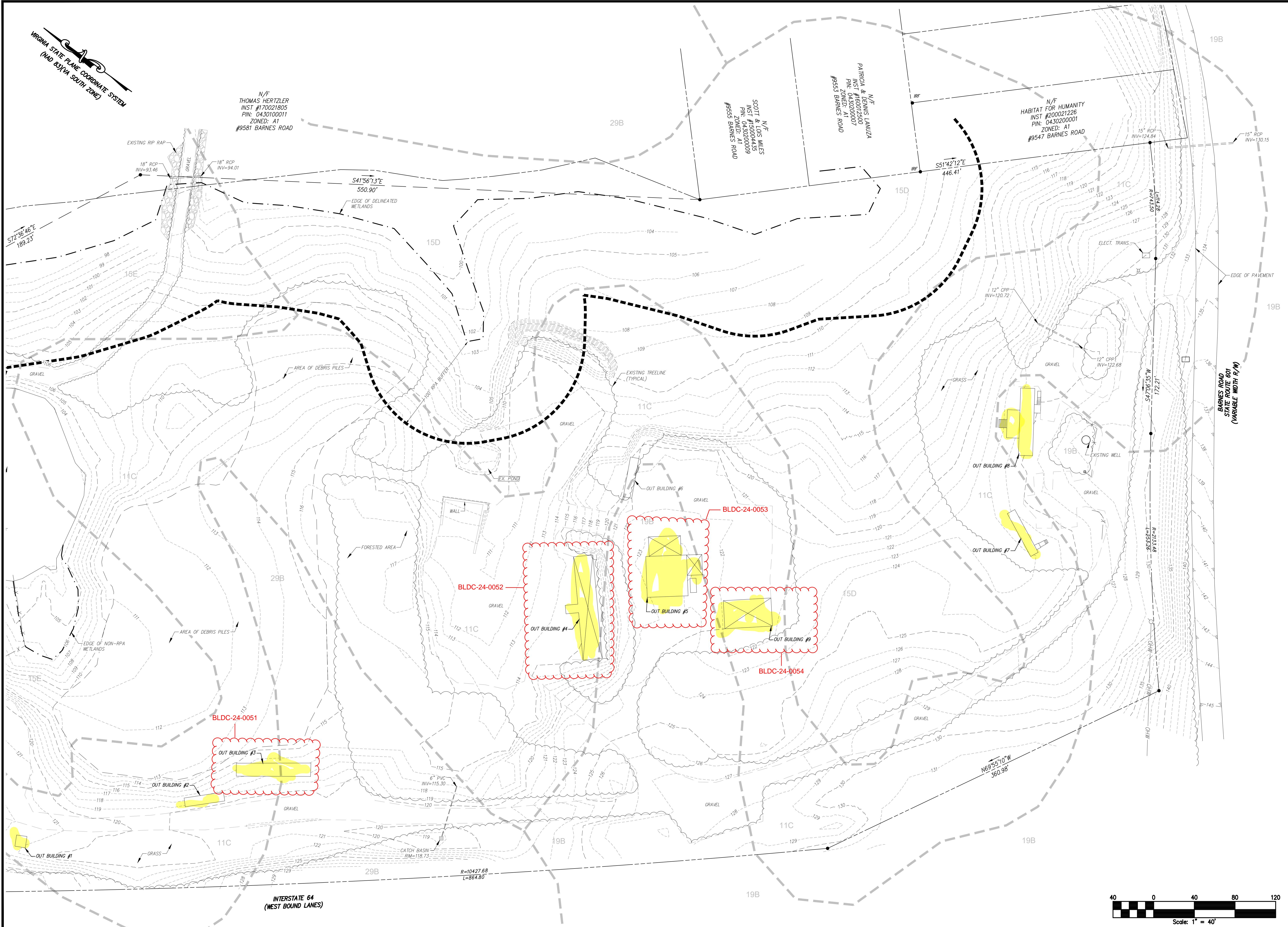
Date of Inspection April 3, 2024

All existing conditions of the Property, including any unapproved or unpermitted structures or improvements, shall be brought into full compliance with the Master Plan and all applicable regulations. Within six months of the date of approval of the SUP, an inspection of the Property shall be conducted by County Staff for purpose of verifying all existing conditions of the Property to be shown on the site plan required per Condition No. 3.

Conditions	Pass / Fail	Notes
# 1 - Is the property in compliance with the approved master plan?	N/A	Site Plan is still under review, Staff has provided comments to the applicant from the first submittal.
# 3 - Is the property in compliance with the approved site plan?	N/A	Site Plan is still under review, Staff has provided comments to the applicant from the first submittal.
# 4 - Is there any evidence of sales occurring on the property?	Pass	Staff saw no evidence of sales occurring on the property.
#5 - Is there evidence that the hours of operation exceed 6:30 a.m. to 6:30 p.m. Monday through Friday. Please ask owner to verify compliance. Has there been any complaints received in the last year?	Pass	Staff saw no evidence of the hours of operation being exceeded and the owner confirmed.
#5 - Is there evidence that the hours of operation associated with the manufacture of wood products, including but not limited to, sorting materials, grinding, chipping, sawing, and soil screening, and the usage of any dumpsters exceed 8:00 a.m. to 5:00 p.m. Monday through Friday. Ask owner to verify compliance. Has there been any complaints received in the last year?	Pass	Staff saw no evidence of the hours of operation being exceeded and the owner confirmed.
#5 - Is there evidence that activities associated with repair and maintenance of vehicles and equipment exceeds 7:00 a.m. to 5:00 p.m. Monday through Friday. Ask owner to verify compliance. Has there been any complaints received in the last year?	Pass	Staff saw no evidence of the hours of operation being exceeded and the owner confirmed.
#6 - Is there evidence the business using any entrance to the property other than from Barnes Road?	Pass	Staff saw no evidence of the alternative road being used for anything other than personal use.
#7 - Is there signage advertising the business?	Pass	Staff saw no evidence of signage for the business.
#8 - Is there any new exterior lighting on site?	Pass	Staff noted no new lighting since the January 19, 2024 inspection.
#8 - Are the existing lights shown on the approved site plan in compliance?	N/A	Site Plan has not yet received final approval.
#9 - Inspect 50' vegetated buffer along Barnes Road, side property line to the north and rear property line.	N/A	Site Plan has not yet received final approval. However, there does not appear to be any new disturbance to the buffers.
#9 - Inspect vegetated building setback area buffer adjacent to I64.	N/A	Site Plan has not yet received final approval. However, there does not appear to be any new disturbance to the buffer.
#9 - Are all components of the project screened from Barnes Road and from adjacent properties with either a full panel fence or landscaping? Is the fence or landscaping in accordance with the approved site plan?	N/A	No fencing observed on site and Site Plan has not yet received final approval.
#9 - Is the landscaping in accordance with the approved site plan? Are the plant materials evergreen?	N/A	Site Plan has not yet received final approval.
#10 - Are all vehicles and equipment storage and maintenance located in the appropriate areas designated on the master plan?	N/A	Site Plan has not yet received final approval. However, storage of items appear consistent with the approved master plan.
#11 - Are all piles on solid ground or other all-weather surface?	Issue to resolve	Unable to fully determine. Access road is not an all-weather surface. Owner would need to prove that the ground is stable enough for a ladder truck with outriggers.
#11 - Are there any piles that exceed 25' in height, 150' in width, or 250' in length?	Issue to resolve	Some piles have decreased in size, but some appear to still exceed height maximums - approximately 30' in height.
#11 - Are all plies separated by at least 50'?	Issue to resolve	Unable to fully determine. Main pile is estimated at 150'x150'.
#12 - Verify that no chemicals to aid decomposition is being used.	Pass	None seen
#12 - Verify that there is no evidence of any materials are being burned on site.	Pass	None seen since a week before the January 19, 2024 inspection.
#13 - Verify that all areas of the property including the residence has access for fire response.	Issue to resolve	The main roads around the property should suffice for fire apparatus. The closer you get to the pile area the worse the ground became. This may be something we discuss further (internally) as to what access we actually need to the big pile. The code calls for a fire apparatus access road to be within the separation space between piles. If the piles are 75 feet apart (for example), there has to be a road in that space, but does not specify where in the space.
#13 - Verify location of any on-site water source that may be used for fire suppression.	Issue to resolve	It is believed that the pond was not built with fire suppression in mind. If it was, then it would be required to be maintained/accessible year round with the ability to be refilled. I look at it as a bonus because there will be a shuttle operation as there are no hydrants nearby.

Conditions	Pass / Fail	Notes
#13 - Verify owner's plan for monitoring, controlling, and extinguishing spot fires. Ask if any fires have occurred in the last year.	Issue to resolve	Fire extinguishers observed in varying conditions - some mounted, some not, require inspections from a 3rd party inspection company.
#14 - Was any dust from the operation seen?	Pass	Staff noted no dust from the operation.
#14 - Was there any excess noise from the operation?	Pass	Staff did not hear excessive noise from the operation. No complaints have been received.
#14 - Was there any mud on Barnes Road?	Pass	Staff did not see mud on Barnes Road. No complaints have been received.
#15 - Verify that the Spill Prevention Control and Countermeasure Plan is being followed.	N/A	Site Plan has not yet received final approval.
#16 Verify with SRP that there are no RPA encroachments or violations.	Pass w/ Concerns	Concerns regarding the replacement plantings dying. Owner stated he has replaced 30 trees and will continue to replace any additional trees needed.
#17 Verify with SRP that there are no wetland encroachments or violations.	Pass w/ Concerns	Concerns regarding the replacement plantings dying. Owner stated he has replaced 30 trees and will continue to replace any additional trees needed.
#18 - Verify with SRP that there are no violations to the stormwater management plan.	N/A	Site Plan has not yet received final approval.
Other issues?	Issue to resolve	Piles of tires on-site have significantly decreased in size since January 19, 2024, owner stated they will continue to properly dispose of the tires when weather permits.
Fire Comments	Issue to resolve	Unapproved electrical conditions generally including: use of extension cords in place of permanent wiring; - unprotected or exposed electrical wiring (e.g., no conduit); open electrical junctions; unprotected electrical splicing (no junction boxes)
Fire Comments	Issue to resolve	Fire extinguishers observed in varying conditions - some mounted, some not, require inspections from a 3rd party inspection company
Fire Comments	Issue to resolve	Combustible liquid storage including: - two 275 gallon tanks located inside shop, one reported as motor oil and the other as hydraulic oil; multiple 5 gallon containers located inside the shop—undetermined contents and liquid quantity; one 275 gallon tank and one 55 gallon drum located outside near shop reported to contain used oil (note, it was reported an oil recovery service occasionally pumps out the tanks); one 1000 gallon tank reported to be on-road diesel located in vehicle shed; one 550 gallon tank reported to be off-road diesel located in the open between the vehicle shed and milling/wood cutting shed.
Fire Comments	Issue to resolve	No secondary containment observed for the larger tanks
Fire Comments	Issue to resolve	No placarding (DOT or NFPA 704) observed on most, if not all the tanks
Fire Comments	Issue to resolve	No tank information regarding installation or manufacturer's requirements reported including construction (single-wall, double wall, etc.)
Fire Comments	Issue to resolve	Numerous reported empty 275 tanks and 55 gallon drums observed on the site.
Building Safety and Permits	Issue to resolve	Permit Cases have been created: BLDC-24-0052; BLDR-24-0242; BLDC-24-0051; BLDC-24-0053; BLDC-24-0054; BLDR-24-0243; BLDR-24-0351

Conditions	Pass / Fail	Notes
Building Safety and Permits	Issue to resolve	<p>On Wednesday, April 4, 2024, I inspected 7 existing buildings on the Hertzler property. Mr. Hertzler, Nathan Otis, and Joe Davis from the JCCFD accompanied me. It appears that all 7 buildings were constructed without the benefit of permits or inspections. Of these, one building (arts & crafts building) is currently under construction (about 60% complete). None of the buildings appear to comply with the code.</p> <p>For example, all buildings were constructed of Southern Yellow Pine that Mr. Hertzler dried and milled on site in his lumber processing facility. No lumber grade stamps were found. Some support beams exhibit excessive deflection (under dead load only). Many member-to-member load transfer connections were questionable. I intend to ask Mr. Hertzler to provide me evaluations by a registered design professional (RDP). I anticipate that certain actions to address structural deficiencies will be forthcoming. My approval of building final inspections may result in certificates of completion. I do not believe that it will be practical or feasible for Mr. Hertzler to bring all buildings up to code and in these cases certificates of occupancy may not be appropriate. In my view, it does not seem that there will be a benefit to public safety if I require these structures to be removed [except for the existing garage (BLDR-24-0243) that has partially collapsed due to tree impact.</p>
Building Safety and Permits	Issue to resolve	<p>Numerous plumbing and electrical hazards were observed in these buildings. Once building permits have been issued, we will do comprehensive inspections of the electrical and plumbing systems to identify code deficiencies. All systems must be repaired or otherwise brought into compliance with <u>current code requirements</u>.</p>
Building Safety and Permits	Issue to resolve	<p>One significant life-safety hazard that we observed is related to <u>improper oil and chemical storage</u>.</p>
Staff inspecting the property	Zoning, Planning, SRP, BSP, and Fire	<p>Christy Parrish, Zoning Administrator Paxton Condon, Deputy Zoning Administrator John Risinger, Senior Planner Amanda Frazier, Community Development Assistant Robin Benedict, Senior Watershed Planner Emily Grojean, Watershed Planner I Tom Coghill, Director Building Safety & Permits Nathan Otis, Assistant Fire Marshal IV Joe Davis, Assistant Fire Marshal I</p>



VIRGINIA STATE PLANE COORDINATE SYSTEM
(NAD 83) (VA SOUTH ZONE)

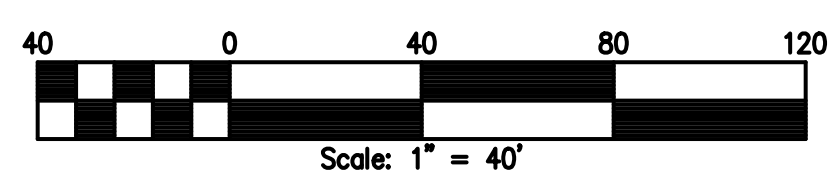
REVISION / COMMENT / NOTE	
NO.	DATE

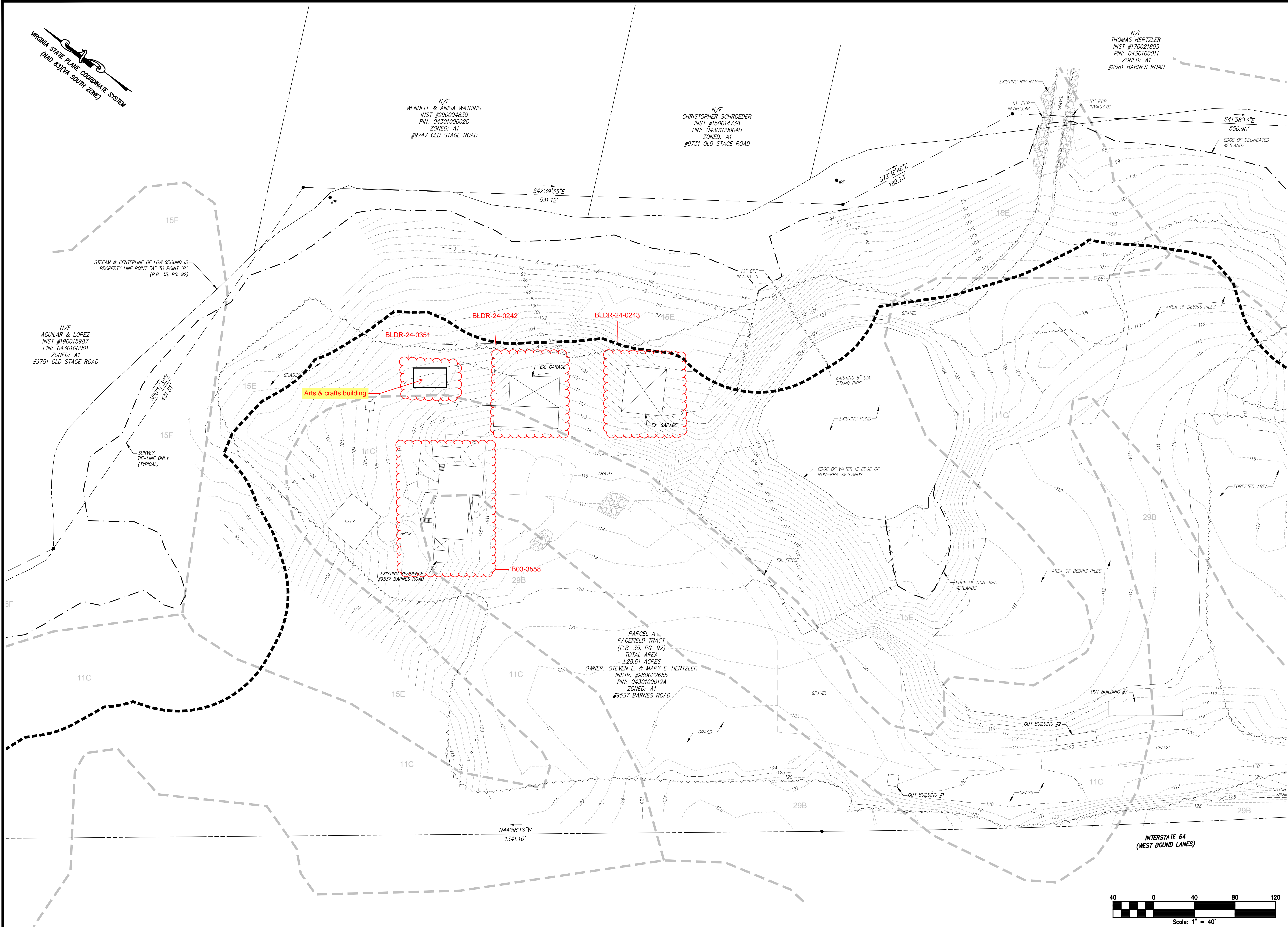


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SITE PLAN
HERTZLER CLEARING & GRADING
9537 BARNES ROAD
JAMES CITY COUNTY STONEHOUSE DISTRICT VIRGINIA

Scale: 1" = 40'
Date: 12/08/2023
Job Number: 21-018
Designed By: WSF
Sheet Title:
EXISTING CONDITIONS
Sheet Number:
VF101





VIRGINIA STATE PLANE COORDINATE SYSTEM
(NAD 83) VA SOUTH ZONE

N/F
WENDELL & ANISA WATKINS
INST #990004830
PIN: 0430100002C
ZONED: A1
#9747 OLD STAGE ROAD

N/F
CHRISTOPHER SCHROEDER
INST #150014738
PIN: 0430100004B
ZONED: A1
#9731 OLD STAGE ROAD

N/F
THOMAS HERTZLER
INST #170021805
PIN: 0430100011
ZONED: A1
#9581 BARNES ROAD

N/F
AGUILAR & LOPEZ
INST #190015987
PIN: 0430100001
ZONED: A1
#9751 OLD STAGE ROAD

PARCEL A
RACEFIELD TRACT
(P.B. 35, PG. 92)
TOTAL AREA
±28.61 ACRES
OWNER: STEVEN L. & MARY E. HERTZLER
INSTR. #980022655
PIN: 0430100012A
ZONED: A1
#9537 BARNES ROAD

REVISION / COMMENT / NOTE	
NO.	DATE



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SITE PLAN
HERTZLER CLEARING & GRADING
9537 BARNES ROAD
JAMES CITY COUNTY STONEHOUSE DISTRICT VIRGINIA

Scale: 1" = 40'
Date: 12/08/2023
Job Number: 21-018
Designed By: WSF
Sheet Title:
EXISTING CONDITIONS
Sheet Number:
VF102

Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

1. *Combustible liquid tanks inside shop.*

No placarding; no secondary containment; no vehicular protection; numerous 5-gallon buckets.



2. *On-road diesel tank in vehicle shed.*

No placarding; no secondary containment; no vehicular protection; no fire extinguisher present.



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

3. *Power supply for diesel pump in vehicle shed.*



4. *On-road diesel tank.*



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

5. *Off-road diesel tank.*

No placarding; no secondary containment; incomplete/makeshift vehicular protection (concrete); no fire extinguisher present; visible tank damage



6. *View of pile from southwest.*

No improved roadway or fire apparatus access to pile



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

7. *View of materials yard from south.*



8. *View of mill shed view from east.*



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

9. *View of mill shed from south.*

Fire extinguisher missing; drum not labeled or placarded; evidence of previous fire (burned posts)



10. *View of mill shed from southwest.*

Use of extension/flexible cords in place of permanent wiring



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

11. Generator in mill shed.

Missing conduit: evidence of previous fire (burned posts).



12. Air compressor at residential garage/storage



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

13. *Unapproved electrical splice.*

Feeding the air compressor.



14. *View of pile from west.*

Estimated at 30 feet in height; fire apparatus access road is not determined to hold weight of fire department apparatus—not an all-weather service.



Photo Log (Fire Department)
9537 Barnes Road
April 3, 2024

15. *View of pile from southwest.*





Community Development

101-A Mounts Bay Road

P.O. Box 8784

Williamsburg, VA 23187-8784

P: 757-253-6671

F: 757-253-6822

community.development@jamescitycountyva.gov

jamescitycountyva.gov

Building Safety & Permits
757-253-6620

Neighborhood Development
757-253-6640

Planning
757-253-6685

Zoning
757-253-6671

November 3, 2023

Mr. Steven and Mrs. Mary Hertzler
P.O. Box 370
Toano, VA 23168-0370

RE: SUP-20-0010 – Special Use Permit Conditions Reminder

Dear Mr. and Mrs. Hertzler,

The Board of Supervisors approved a Special Use Permit (“SUP”) for Hertzler Clearing and Grading at 9537 Barnes Road on October 10, 2023.

This letter is a **reminder** of the following upcoming time sensitive conditions of the SUP:

- | | |
|-------------------------|---|
| December 9, 2023 | Condition 3 – A site plan showing all existing proposed, and required improvements associated with the Project in full compliance with the Master Plan shall be submitted within 60 days from the date of approval of the SUP. |
| January 2024 | Condition 19 – Between January 1 and January 30 of each year, zoning staff shall be allowed to enter upon the Property to ensure compliance with all SUP conditions. (January 2024 meeting date and time to be determined.) |
| April 10, 2024 | Condition 2 – All existing conditions of the Property, including any unapproved or unpermitted structures or improvements, shall be brought into full compliance with the Master Plan and all applicable regulations. Within six months of the date of the approval of the SUP, an inspection of the Property shall be conducted by County staff for the purpose of verifying all existing conditions of the Property to be shown on the site plan required per Condition No. 3. (Actual meeting date and time to be determined). |
| October 10, 2025 | Condition 3 - ...final approval of the site plan shall be obtained within 24 months of the date of the approval of the SUP, or the SUP shall automatically be void. |

It is imperative that all conditions of the SUP are met and satisfied in a timely manner. We look forward to working with you to accomplish this goal. If I can be of any assistance, please do not hesitate to contact me at (757) 253-6685.

Respectfully,

Christy H. Parrish, CZA, CFM
Zoning Administrator

Paxton Condon

From: Christy Parrish
Sent: Tuesday, January 30, 2024 11:36 AM
To: steve@hertzlerclearing.com
Cc: 'Chase Grogg - Landtech Resources (cgrogg@landtechresources.com)'; Paxton Condon; John Risinger; Tom Coghill; Nathan Otis; Michael Woolson
Subject: JCC Inspection - 01/19/2024 (Hertzler Clearing and Grading)
Attachments: 1.19.2024 Inspection Memo.pdf; SUP200010.pdf; Approved Master Plan.pdf

Mr. Hertzler,

Please find the attached memo outlining comments from the James City County Divisions present at the inspection on January 19, 2024.

Another inspection of the property is required **prior to April 10, 2024**, to verify that all existing conditions of the property, including any unapproved or unpermitted structures or improvements are brought into full compliance with the approved master plan. I've attached a copy of the approved master plan and special use permit for your reference. I cannot stress enough the importance that you obtain all required building permits / inspections for all structures on the property before this date. Please feel free to work with Tom Coghill, Building Official regarding this matter.

In addition, the existing wood stockpiles need to be modified (height, spacing, etc.) to be in compliance with the special use permit and fire code. The special use permit requires the wood stockpiles to be on solid ground. The maximum height of 25' will be measured from that point.

As a reminder, final approval of the site plan shall be obtained by **October 10, 2025**.

We are happy to work with you to achieve compliance with all aspects of the approved special use permit and master plan. It is imperative that all conditions of the special use permit are met and satisfied in a timely matter to avoid a violation.

If you have any questions or need any assistance, please do not hesitate to contact me or Paxton Condon.

I will also mail a copy of this e-mail and attachments to you.

Christy Parrish

Christy H. Parrish, CZA, CTM, CFM
Zoning Administrator



Zoning Division
Community Development
101-A Mounts Bay Road
Williamsburg, VA 23185
P: 757-253-6755
F: 757-253-6822

From: Christy Parrish
Sent: Friday, January 19, 2024 4:41 PM
To: steve@hertzlerclearing.com
Cc: Vernon Geddy <vgeddy@ghfhlaw.com>; 'Chase Grogg - Landtech Resources (cgrogg@landtechresources.com)'
<cgrogg@landtechresources.com>
Subject: JCC Inspection - 01/19/2024

Mr. Hertzler,

Thank you for your time today during our inspection.

I've asked for an inspection report from the various agencies that attended today (Fire, Stormwater and Resource Protection, Building Safety, & Permits, and Planning).

Once I have their notes regarding the existing conditions, I will send you a list of the necessary items that will need to be addressed along with the site plan approval to ensure compliance with the Special Use Permit.

Below is a link to the site plan case, so you can track the progress. I've also attached a copy of the SUP.

https://comdev.jamestowncityva.gov/EnerGov_Prod/SelfService/#/plan/2b342b0d-78c5-421f-92eb-6d633da54b55

Lastly, below are some links for tire disposal per our conversation.

<https://www.tirerecyclers.com/>

<https://jamestowncityva.gov/2459/Convenience-Centers#!rc-cpage=436731>

https://www.1800gotjunk.com/us_en/what-we-take/tire_recycling

<https://www.deq.virginia.gov/our-programs/land-waste/solid-hazardous-waste/specialty-waste/automotive-waste>

Wishing you a great weekend!

Christy

Christy H. Parrish, CZA, CTM, CFM
Zoning Administrator



Zoning Division
Community Development
101-A Mounts Bay Road