

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 26, 2016
1:30 PM

A. CALL TO ORDER

B. ROLL CALL

Board of Supervisors

John J. McGlennon, Vice Chairman, Roberts District
Ruth M. Larson, Berkeley District
Kevin D. Onizuk, Jamestown District
P. Sue Sadler, Stonehouse District
Michael J. Hipple, Chairman, Powhatan District

Bryan J. Hill, County Administrator
Adam R. Kinsman, County Attorney

Planning Commission

Tim O'Connor
Chris Basic
Rich Krapf
John Wright
Danny Schmidt
Paul D. Holt, III, Secretary

C. BOARD DISCUSSIONS

1. Strategic Planning Work Session with Clarion Associates

Mr. Hill gave the Board an update on the Strategic Planning process and the timeline. He noted the many people involved in the process documenting the hours and the number of participants including Strategic Plan Advisory Group (SPAG) and Tactical Advisory Group (TAG). He praised Ms. Leigh Anne King from Clarion Associates, Inc. for all Clarion's work. He noted the schedule for monitoring, reporting and revising of the Strategic Plan. He further noted the Strategic Plan's ongoing "Report Card" would be decided by the Board and further noted initiating an annual Board Retreat to gather and review projects and priorities per the Plan.

Ms. King addressed the Board with the Phase III update included in the Agenda Packet. She noted this phase was the implementation phase citing the inventory of priorities in relation to fiscal and economic needs. She further noted the relation of goals. Her PowerPoint presentation detailed the Strategic Plan Project highlighting coordination across County divisions and departments for initiatives and Capital Projects. She noted the Plan served as an organizational plan for the County, not specifically for individual components or divisions. She further noted the short- and

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Board of Supervisors
James City County, VA

long-term goals and the relationship between the Strategic Plan and the Board's decision-making process on projects, policies and other priorities for the County. She stated this "drives" the work priorities and highlighted the four major components: Set Policy Priorities, Set Work Priorities, Set Funding Priorities and Implement Priorities in the presentation. She further noted how the Strategic Plan aligned with the Comprehensive Plan and the incremental review of projects. She stated the organization of actions was comprised of Capital Projects and Operational Initiatives with an explanation of each group and their respective time frames. She noted the need for a Long Range Facilities Master Plan. She further noted that Mr. Hill and staff had evaluated the inventory of Capital Projects and ranked them for priority based on fiscal and time needs.

Mr. Hill noted a list of short-term projects and initiatives had been sent to the Board.

Ms. King noted this list would be reviewed by the Board for five-year increments and priorities with a breakdown and consolidation as necessary. She referenced the example of consolidation of projects for the Fire Department rather than a station-by-station breakdown. She asked the Board to review the list.

Mr. Onizuk asked about consolidation of County facilities.

Ms. King noted County planning and budget would be factors in determination. Ms. King asked the Board for a general sense of projects in terms of priority for the community with the financial discussion to be addressed at a later date.

Ms. Larson asked about projects such as pool resurfacing and maintenance and maintaining balance in ranking the projects.

Ms. King noted the varied scope of the projects and the transparency of identifying them and their cost. She stressed the prioritization across the County on projects and asked for the top five projects for Capital Improvements. She asked the Board to add any missing projects, but to also eliminate any unnecessary ones.

Discussion ensued on this matter.

Mr. Onizuk asked Mr. Hipple about transportation projects and the County's role, as well as funding.

Mr. Hipple noted transportation projects had moved well. He further noted great strides had been made in that area." He complimented Mr. Hill and staff for that work.

Mr. Hill noted "road match" was imperative in funding and working with the Virginia Department of Transportation (VDOT). He noted traffic impacts and the correlation to economic improvement in the County.

Further discussion ensued on this matter.

Ms. Larson noted the conflict between maintenance of existing structures competing against major transportation projects on the priority list. She noted work needed at Jamestown Beach and long-term plans.

Ms. King suggested making a top 10-item priority list to alleviate some pressure on curtailing the list.

Mr. Hill noted that with the Board's decision on the priorities, it created a pathway. He stressed the priorities could be modified with time, but direction from the Board was imperative. He also noted the safety of the County, its residents and community were paramount in these projects.

Mr. Hipple noted the prioritization gave direction.

Discussion ensued on this matter.

Mr. McGlennon noted a similar process had been used previously by the Board in setting the purpose of the annual Retreat. The process included a Revenue Report with expectations for that year as well as division heads reporting critical issues and upcoming needs. He noted it allowed the Board to have a clear direction. He further noted the Board had adjusted its preferences over the years to review the overall economic picture of the County and that had resulted in some loss in the planning process. He stated it would be good to return to that process used previously. He noted concern about the prioritization and the principles involved in the decision.

Ms. King noted some priorities might achieve multiple goals so that can impact the priority list. She stated the roundtable nature of this meeting allowed clarification, but the prioritization exercise was not necessary. She noted guidance for County accomplishments over time was needed to move forward.

Mr. Onizuk noted the difference between wants and needs.

Ms. Larson further noted more discussion among the Board members was needed to know the Board's priorities.

Mr. Hill noted some items could be grouped under categories like school, Parks & Recreation and such to help prioritize.

Ms. King asked if any items on the list could be removed.

Discussion ensued.

Board members noted several items fell under operational costs. After group discussion, Item Nos. 2, 7, 10, 13, 15 and 16 were removed. The Board then focused on prioritization of the remaining 10 items.

Ms. Larson asked for a tour of the Fire Stations and questioned routine maintenance and refurbishment scheduling.

Mr. Hill noted Capital Improvements Program dollars had not been available for a while. He further noted the infrastructure was being addressed first.

Discussion ensued on this matter.

Ms. King noted due to time constraints that the Board should review the Operations Initiatives on personal time to prioritize and then relay that information back to Mr. Hill.

Mr. Hill thanked the Board members for their input in the process. Mr. Hill also recognized Ms. Robin Carson and Ms. Susan Gaston of SPAG for their work. Mr. Hill further noted the tremendous work that SPAG had done in the priority list compilation.

Ms. King noted some Initiatives were discretionary while others are ongoing. Ms. King asked if any were missing or should some be removed.

Mr. McGlennon asked about updating the Community Appearance Guide and its necessity.

Mr. Hill noted this would affect Ordinances and proffers.

Discussion ensued on this matter.

Ms. King summarized the next steps of the process as Clarion Associates reviewed and refined the rankings and worked with Mr. Hill and staff. Ms. King noted input from the Board, public input, SPAG, TAG and other groups would be analyzed to review at the September meeting as Phase III moved through the development plan. She noted the Strategic Plan as a "living document" with allowance for adjustments in upcoming years. Ms. King noted the timeline for Phase IV.

Mr. Onizuk asked about the initiatives and the details.

Ms. King noted the priorities and how the feasibility of them impacted the process.

The Board thanked Ms. King.

Mr. McGlennon requested a preliminary Closed Session to discuss the results of the Board survey on the County Administrator's evaluation.

At approximately 3:04 p.m., the Board entered into Closed Session.

At approximately 3:59 p.m., the Board re-entered Open Session for the Planning Commission work session.

See Item D for details on Closed Session.

2. Joint Board of Supervisors and Planning Commission Work Session - Update on Major Planning Division Work Items

At approximately 4 p.m., Mr. O'Connor, Planning Commission Chair, opened the Planning Commission work session with Roll Call by Mr. Holt.

Mr. O'Connor addressed the Board with an update on Planning Division projects. He noted three areas to address: Ordinance update and process improvements, business community listening sessions and transportation projects.

Mr. Holt addressed the Board regarding the list of planned Ordinance update and work plan improvements. He noted the staff report forum had been updated. Mr. Holt further noted Commissioners and citizens had commented on the ease of using the online system and the readability in particular to mobile devices. He stated staff was continually looking for areas of improvements, welcoming feedback and input.

Mr. McGlennon noted that the lack of hard copy sometimes made plan reviews and data difficult to interpret.

Mr. Basic noted the same thing, but suggested plans could be provided via hard copy with support material being online as the digital transition continued.

Mr. Wright, Policy Committee Vice Chair, addressed the Board on upcoming Ordinance changes. He noted changes to the setback waiver in Limited Business (LB) and General Business (B1) district and increased building coverage limits in LB and B1 zoning districts from 30% to 60%. He cited the 2035 Comprehensive Plan addressed these changes in the Economic Development section. He further noted the increased flexibility, improved applicant accessibility and potential redevelopment in these particular zones.

Mr. McGlennon asked about the doubling change necessity and the character of the development, particularly in relation to applications.

Mr. Wright said staff noted the issues of setback, buffers, Resource Protection Areas, landscaping, etc. impacted the increase. Redevelopment opportunities were viewed as a possibility with the increase.

Mr. Holt noted height restrictions in each zone and other variables in calculating the percentage. He cited some existing developments in the County, such as Olde Towne Square Shopping Center, for the floor-to-area ratio. Mr. Holt further noted allowance for parking and other variables.

Discussion ensued on this matter.

Mr. McGlennon expressed his concern about the increased building coverage change when currently no projects reached the 30% mark.

Mr. Holt noted the floor-to-area ratio issue was proposed to go away, but the increased building coverage from 30% to 60%, while not currently an issue, allowed a better alignment with the Comprehensive Plan for reevaluation of land use without the duress of unlimited growth. He further noted development of tools for promoting land infill.

Ms. Larson asked the Planning Committee about its decision for the increased change.

Mr. Krapf noted it encouraged infill development and supported several of the Committee's initiatives it was promoting. It was noted this was beneficial for applicants and maximum usage of properties.

Mr. Schmidt addressed the Board referencing Zoning Ordinance Revisions to the Development Review Committee (DRC). He noted state law regarding DRC and Planning Commission reviews on major developments of 50+ lots. Mr. Schmidt further noted state law did not require a County DRC review, but did require review at the Planning Commission level. He cited an enhanced conceptual plan would suffice at the DRC level and again at the Planning Commission level as a cost-effective measure and detailed the appeal process if necessary. Mr. Schmidt addressed the Board on Subdivision Ordinance Revision to County Code for Monument Certification. He clarified the monuments were survey markers and specified monument certificates. Mr. Schmidt explained that after 2012 amendments were made, no process to implement the certifications for the monuments was established in James City County and he cited strict state requirements on surveyors. Mr. Schmidt further noted the Planning staff deemed it unnecessary to have redundant requirements through County Code and moved this change to the Planning Commission.

Mr. Krapf briefed the Board on two items in progress; creation of a new Mixed Use Infill District for providing more flexibility based on applicant feedback.

Mr. McGlennon asked about the type of proposals discussed.

Mr. Krapf noted the five-acre restriction under the current Mixed Use Ordinance. He further noted the change would allow for varied use, i.e., a storefront with an apartment above it for a parcel less than five acres citing friendly business and redevelopment. Mr. Krapf added the second item was a Zoning Ordinance update regarding private events such as weddings in the A-1, General Agriculture, or R-8, Rural Residential, zones. He cited public input and staff meetings to address this as well as the Policy Committee's ongoing review and the possible economic impact.

Mr. O'Connor cited upcoming needs for Code amendments: food and ice cream trucks, update of the Sign Ordinance in conjunction with a recent Supreme Court decision, Code amendments based on State Code changes affecting the County's ability to accept proffers for residential projects, research and benchmarking with other Virginia localities in relation to AirBnBs and tourist homes and local respective Zoning Ordinances.

Mr. Holt noted the Sign Ordinance addressed the content neutrality of signs and First Amendment issues. He further noted reviewing the Ordinances to adhere to the Supreme Court decision.

Ms. Sadler asked if any other changes in the Sign Ordinances could be addressed at the same time.

Mr. Holt noted the affirmative to that request. He also noted staff had addressed customer service and enhancements. A new development and software permitting package was one enhancement noted as current County software was obsolete. Mr. Holt noted fees, permits, enhanced inspections, status of applications and other benefits were highlighted in the Agenda Packet. He further noted residential building permits were at a 10-year high with an average of 126 new permits a month and commercial permits were at a nine-year high. Mr. Holt stated that staff conducted slightly under 32,000 inspections over the past 12 months. He highlighted these improvements would enhance interaction with contractors and citizens.

Mr. Chris Johnson, County Ombudsman, addressed the Board noting a decade had passed since the Economic Development Authority had recommended to the Board to appoint an Interdisciplinary Business Climate Task Force (BCTF) to address County policies, Ordinances and programs. Mr. Johnson noted the BCTF's findings showed that James City County was a highly desired area to live, but there was work to be done making an analogy to a "five-star restaurant with a great food but a slow kitchen." He further noted this required staff to reevaluate processes as highlighted in the PowerPoint presentation. Mr. Johnson stated legislative approval versus administrative changes in identifying recommendations and improved communication. Mr. Johnson thanked Mr. Russell Seymour, Director, Economic Development, for staff's work and input with the Business Community Survey. Mr. Johnson further noted changes from the Commissioner of the Revenue's office in 2011 to address business licenses and highlighted the strong growth there over current years. Mr. Johnson added the business unfriendly comments did not align with the growth and asked where, what or even whom might be affecting those comments. He further added the adoption of revised Ordinances would help answer those questions. Mr. Johnson also noted that as the Ombudsman, he would lead an interdepartmental team to assist business and tenants to make the County more

business friendly.

Mr. Hipple noted that positive comments had been heard lately with the changes being implemented.

Ms. Larson expressed concern with Mr. Johnson being the only representative as the Ombudsman. She also asked if staff would be available to continue communicating with the business community as previously done.

Mr. Johnson noted many people in numerous divisions would assist him as "extra ears" for community feedback. Mr. Holt noted that continued conversation with the community would be supported by staff and the work existed as a "living document" for updates. He further noted that Mr. Johnson, as Ombudsman, created a unique resource in facilitating this ongoing process.

Mr. O'Connor stressed the interconnectivity of Mr. Johnson's position among departments.

Mr. Holt noted the third and final phase of discussion focused on transportation improvements. He further noted the strengthening of the County's relationship with regional groups and staff as well as the VDOT and the team effort involved in that process. Mr. Holt cited page 8 of the Packet noting current transportation projects and their respective timelines. He also cited three cancellation projects.

Ms. Larson asked about one cancellation, the bridge replacement at Jamestown Road over Powhatan Creek and VDOT's role.

Mr. Holt explained that rather than replace the bridge, VDOT opted to perform preventive maintenance to extend the useful life of the structure with maintenance funds and not capital costs. He noted VDOT was monitoring the structural integrity of the bridge after flooding. Mr. Holt explained James City County was successful in the inaugural SmartScale process and the Commonwealth Transportation Board fully funded Phase I of the Longhill Road widening from Route 199 to Olde Towne Road. He cited future projects as noted in the PowerPoint presentation and Agenda Packet. Mr. Holt noted it would be advantageous for the County to pursue SmartScale funding as the process will move to an every two-year cycle for applications. Mr. Holt further noted several projects did not qualify for funding, but alternative funding could be available outside the SmartScale program.

Ms. Larson asked about the Longhill Road Phase II widening project.

Ms. Tammy Rosario, Senior Planner, noted that project did not make the list of qualifying projects. She further noted that project would go through the long-range transportation plan to seek funding eligibility.

Mr. Hipple thanked staff for their hard work and the presentations. He also thanked them for the diligence in pursuing funding for the various County projects.

Mr. Holt thanked the Board for its support.

Ms. Larson asked when the Planning Commission would be giving a follow-up on food and ice cream trucks.

Mr. Krapf indicated early November tentatively for the follow-up.

Mr. Hipple asked about Special Use Permit (SUP) and conveyance to property. He asked if the SUP could be conveyed to the owner.

Mr. Holt noted that was under the State Code and very strict exceptions were in place.

Ms. Larson also thanked the Planning Commission for all its work.

At approximately 5:20 p.m., Mr. O'Connor closed the Planning Commission meeting.

A motion to Adjourn the Planning Commission meeting was made by Chris Basic, and motion result was Passed by a unanimous voice vote.

D. CLOSED SESSION

1. Consideration of a personnel matter, the performance evaluation of the County Administrator, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

A motion to Enter a Closed Session was made by Ruth Larson and the motion result was Passed.

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

At approximately 3:04 p.m., the Board entered Closed Session.

At approximately 3:59 p.m., the Board re-entered Open Session.

At approximately 5:20 p.m., the Board entered Closed Session to continue the personnel discussion.

At approximately 5:50 p.m., the Board re-entered Open Session.

2. Closed Session Certification

A motion to Certify the Closed Session was made by John McGlennon and the motion result was Passed.

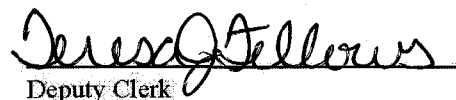
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Larson, Onizuk, Sadler, Hipple

The Board certified the first Closed Session at 3:59 p.m. and the second Closed Session at 5:51 p.m.

E. ADJOURNMENT

1. Adjourn until 4 p.m., on August 23, 2016, for the Work Session.

At approximately 6:02 p.m., the Board of Supervisors recessed until the regularly scheduled Board meeting at 6:30 p.m.


Deputy Clerk