

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
County Government Center Board Room  
101 Mounts Bay Road, Williamsburg, VA 23185  
December 13, 2016  
6:30 PM

**ADOPTED**

**A. CALL TO ORDER**

JAN 10 2017

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

Board of Supervisors  
James City County, VA

**D. PLEDGE OF ALLEGIANCE**

- 1. Pledge Leader - Cub Scout Pack 414, Den 5 Wolf**

**E. PUBLIC COMMENT - Until 7 p.m.**

1. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board in regards to an online checkbook register, the possibility of a tax reduction, and the High Growth Coalition.

**F. PRESENTATIONS**

- 1. Presentation of Chairman's Awards**

Mr. Hipple presented Mr. Gregory Walker with the 2016 Chairman Award for his dedication to the County for the past 31 years.

Mr. Hipple announced that the 2016 Chairman Award for a citizen was being given to Mr. Eric Stone, who could not be in attendance tonight.

- 2. Review of FY16 Financial Statements for James City County and James City Service Authority - Dixon Hughes Goodman, LLP**

Ms. Leslie Roberts, partner with Dixon Hughes Goodman, LLP, addressed the Board, giving an overview of the financial statements and audit report that were included in the Agenda Packet.

The Board thanked Ms. Roberts and her team for their work in putting together the financial and audit reports.

- 3. VDOT Quarterly Update**

Mr. Rossie Carroll, Williamsburg Residency Administrator for Virginia.

Department of Transportation (VDOT), addressed the Board, giving an overview of the Quarterly Report, included in the Agenda Packet.

Mr. McGlennon asked about the Brookwood Drive intersection project.

Mr. Carroll stated that he will provide a timeframe for completion, as construction will be next year.

Ms. Larson mentioned a rather large pothole right in front of La Tienda on Jamestown Road.

Mr. Carroll stated that they would look into it.

Mr. Hipple thanked Mr. Carroll for repairing the drainage on Centerville Road and Jolly Pond Road. He stated that there is some degradation of Jolly Pond Road, probably due to the increase of traffic on the road.

Mr. Carroll stated that he would look into it.

**4. General Services Update**

Mr. John Horne, Director of General Services, addressed the Board, providing a presentation on the components and activities of the General Services Department.

The Board thanked Mr. Horne for his many years of dedicated service to the County and congratulated him on his retirement.

**G. CONSENT CALENDAR**

A motion to Approve was made by Kevin Onizuk and the motion result was Passed.

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

Ayes: McGlennon, Larson, Onizuk, Hipple

Absent: Sadler

1. **Minutes Adoption - November 8, 2016**
2. **Chesapeake Bay Preservation Ordinance Violation**
3. **Chesapeake Bay Preservation Ordinance Violation**
4. **Dedication of a Street in Section 3 of the White Hall Subdivision**
5. **Authorization for One Temporary Overhire Police Officer Position**
6. **Grant Award - Commonwealth Attorney - Virginia Domestic Violence Victim Fund - \$55,471**
7. **Heritage Humane Society Contract for Animal Shelter Management Services**
8. **EDA Memorandum of Understanding (Marina)**

At 7:25 p.m., Mr. Hipple recessed the Board of Supervisors to conduct the James City Service Authority Board of Directors Meeting.

At 7:29 p.m., Mr. Hipple reconvened the Board of Supervisors.

**H. PUBLIC HEARING(S)**

1. **ZO-0013-2016. Zoning Ordinance Amendments to Permit Mobile Food Vending Vehicles (Food Trucks) in the B-1, General Business District**

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

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

Ayes: McGlennon, Larson, Onizuk, Hipple

Absent: Sadler

Ms. Roberta Sulouff, Planner I, addressed the Board, giving an overview of the staff report included in the Agenda Packet.

Mr. Onizuk asked for examples of shopping centers that are zoned B-1, and also, would a food truck be able to go into a shopping center without anyone's approval?

Ms. Sulouff stated that some examples include Colony Square on Jamestown Road, Williamsburg Crossing on John Tyler Highway and Governor's Green Shopping Center at Five Forks. Settler's Market, New Town and Monticello Marketplace are zoned Mixed Use (MU) and would not be affected by this ordinance amendment.

As for the question of permission, permission is required on all privately owned land. If the shopping center is owned by one owner, then the permission comes from the owner, not the individual leases. The food truck operator would have to have permission from any owner within 100 feet of where they intend to operate.

Mr. McGlennon asked how these businesses will be taxed.

Mr. Bradshaw, Commissioner of the Revenue, stated that they are conducting business in the County as a retail food restaurant and as such, are required to have a County business license and to collect County prepared food and beverage tax, and report sales tax to the State as tax collected in the County.

Mr. McGlennon asked if the vehicle is garaged in the County, how will it be taxed.

Mr. Bradshaw stated that the vehicle is taxed as any other motor vehicle, and then the equipment on the vehicle is taxed as business property.

Planning Commissioner Representative, Tim O'Connor, addressed the Board, stating that he is happy to answer any questions.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

1. Mr. Bill Dobson, 7218 C Merrimac Trail, addressed the Board in favor of the ordinance amendment.

As there were no other registered speakers, Mr. Hipple closed the Public Hearing.

**2. SUP-0015-2016. Lafayette High School Auxiliary Gym**

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

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

Ayes: McGlennon, Larson, Onizuk, Hipple

Absent: Sadler

Ms. Roberta Sulouff, Planner I, addressed the Board, giving an overview of the staff report included in the Agenda Packet.

Mr. McGlennon asked for an update on the project.

Mr. Alan Robertson from Kimley Horn & Associates, stated that the project is making progress. The majority of the design is done, and the value engineering review has been completed and the plan is for that to begin. The hope is to have the project out to bid by late spring and construction can begin early summer as soon

as school lets out.

Mr. Tim O'Connor stated that he is available to answer any questions regarding the Planning Commission's decision.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

As no one was registered to speak, Mr. Hipple closed the Public Hearing.

**3. SUP-0014-2016/MP-0002-2016. Warhill Sports Complex Master Plan and SUP Amendment**

A motion to Approve was made by Kevin Onizuk and the motion result was Passed.

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

Ayes: McGlennon, Larson, Onizuk, Hipple

Absent: Sadler

Mr. Jose Ribeiro, Planner III, addressed the Board, stating that a video presentation has been prepared to give an overview of the case.

Mr. McGlennon stated that most of the questions and concerns regarding this case involve traffic concerns. He asked if staff could speak to the plan to help mitigate those concerns.

Mr. John Carnifax, Director of Parks & Recreation, stated that the current plan is to have a police officer direct traffic during peak hours. The traffic study noted that Saturday and Sunday, between the hours of 10 a.m. and 2 p.m., were the peak hours that the left-turn lane failed. Therefore, staff is focusing their efforts on that timeframe.

General discussion ensued concerning speed through the park and the condition of the Service Road.

Mr. O'Connor stated that he is available to answer any questions regarding the Planning Commission's vote.

As there were no other questions for staff, Mr. Hipple opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board, voicing his concerns regarding the traffic impacts.

As there were no other speakers registered, Mr. Hipple closed the Public Hearing.

**4. Ordinance to Amend Chapter 20, Taxation**

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

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

Ayes: McGlennon, Larson, Onizuk, Hipple

Absent: Sadler

Mr. Richard Bradshaw, Commissioner of the Revenue, addressed the Board, giving an overview of the memorandum and ordinance included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As there were no registered speakers, Mr. Hipple closed the Public Hearing.

**L BOARD CONSIDERATION(S)**

**J. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon stated that he attended the Holiday Lunch for the staff, and thanked those that put the event together. He stated that he attended a session at Thomas Nelson Community College (TNCC), focusing on ways in which TNCC could provide assistance to our manufacturing community.

Ms. Larson thanked the staff for all their help this year, as she has served on the Board. She thanked her Berkeley District residents for their patience as she has learned things.

Mr. Onizuk stated that he was selected to serve as Chair for the Williamsburg Area Destination Marketing Committee for 2017.

Mr. Hipple gave an update on the regional transportation funding. He thanked staff for their efforts and stated that he enjoyed attending and serving at the Holiday Lunch. He thanked the Board for their support and camaraderie for the betterment of James City County.

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

**1. County Administrator's Report**

Mr. Hill thanked the Board for attending the Holiday Lunch. He thanked the Employee Connections Committee for their efforts in putting the event together.

He announced that James City County government offices, facilities, libraries and courts will follow the schedule listed below on Dec. 23-26, 2016 and Jan. 1-2, 2017 in observance of the holidays: County offices will be closed Dec. 23-26 and Jan. 1-2; James City County Recreation Center and Abram Frink Jr. Community Center will be closed Dec. 24-25 and Jan. 1; Libraries will be closed Dec. 23-25 and Jan. 1-2; Courts will be closed Dec. 23-26 and Jan. 1-2.

Mr. Hill announced that a new video, highlighting Mainland Farm, has been produced in-house and will be available for viewing on the County's YouTube channel in January.

Mr. Hipple thanked Mr. Hill, Mr. Kinsman and Mr. Purse for providing such strong leadership for the County.

**L. PUBLIC COMMENT**

1. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding several items on the agenda that he was not able to comment on earlier due to being at the School Board meeting.

**M. CLOSED SESSION**

**N. ADJOURNMENT**

**1. Adjourn until 4 p.m. on January 3, 2017, for the Organizational Meeting**

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

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

Ayes: McGlennon, Larson, Onizuk, Hipple  
Absent: Sadler

At 8:28 p.m., Mr. Hipple adjourned the Board.



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Bryan J. Hipple  
County Administrator