

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 25, 2020**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

Mr. Icenhour requested a motion to allow Ms. Larson, who was out of town on business, to participate via phone for the meeting per policy for extenuating circumstances.

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr, McGlennon, Sadler  
Absent: Larson

**ADOPTED**

**MAR 10 2020**

Board of Supervisors  
James City County, VA

**C. BOARD DISCUSSIONS**

1. Virginia Department of Transportation Quarterly Update

Mr. Rossie Carroll, Williamsburg Residency Administrator for the Virginia Department of Transportation (VDOT) gave an overview of the update included in the Agenda Packet. He discussed current and future projects with estimated dates of completion. He noted construction during the upcoming summer season and stated he would provide a list of the routes affected to the Board. He noted a task order for this spring that will refresh pavement markings on Route 199 as well as a few other primary and secondary routes throughout the County. He mentioned the SMART SCALE Round 4 Schedule and noted March 5, 2020, will start the mandatory pre-application process with submissions due by April 2, 2020, and going before the Commonwealth Transportation Board in June 2021.

Ms. Larson inquired about an update on the speed limit study for the Centerville/Greensprings Roads area.

Mr. Carroll replied the recommendation was not to reduce the speed limit on Route 5 in that section, but aspire to implement the turning restrictions of that area.

Ms. Larson noted her respect of the process, but expressed her disappointment in the

decision. She inquired about signage on Jamestown Road.

Mr. Carroll gave an update and noted it was an upcoming project for this quarter. He further noted the crosswalk on Ironbound Road at Veteran's Park was scheduled for March/April installation.

Ms. Larson inquired about signage, flashers, and/or turning lanes on Route 5.

Mr. Carroll noted this was still in the scoping stage and funding was not currently identified.

Mr. Hipple noted rough spots in the new paving located on Centerville Road in the Fox Ridge area. He further noted landscaping aesthetics regarding the wall located on News Road as well as pavement loss on the Route 199 ramp coming off Route 60 by the Organ Outlet.

Ms. Sadler stated The Honorable Amanda Batten, member of the Virginia House of Delegates, sent a letter to VDOT regarding the issue of a traffic light in the Stonehouse Elementary School area. Ms. Sadler noted it continued to be a dangerous location and inquired about lowering the speed limit.

Mr. Carroll briefly discussed a speed study done at that location.

General discussion ensued regarding this topic.

Mr. McGlennon referenced upcoming street paving and briefly discussed Lake Powell Road conditions as well as inquired about updates in regard to Grove area improvements.

Mr. Carroll replied he did not have any updates.

Ms. Larson inquired about uneven pavement on Centerville Road in the area of Greensprings Grocery.

Mr. Carroll replied that was in the project limits and would be addressed.

Mr. Icenhour referenced the temporary lights on Longhill Road, and asked when they were expected to be active, as well as inquired about the drainage and construction for re-contouring the travel lanes.

Mr. Carroll updated the Board on the Longhill widening project and stated he would send an email regarding baseline schedule dates on critical path items.

Mr. Icenhour expressed his kudos for the inexpensive solution regarding the traffic congestion on Mooretown and Airport Roads.

The Board expressed its appreciation to Mr. Carroll for his quarterly update.

## 2. Department of Motor Vehicles Select Discussion with the Treasurer

A motion to Authorize and Operate a Department of Motor Vehicles Select Office at the Mounts Bay Campus was made by John McGlennon, the motion result Passed.

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

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

Ms. Jennifer Tomes, Treasurer, introduced Ms. Jane Townsend, Satellite Services Administrator, Ms. Sharon Day, Director of Financial and Management Services (FMS), Mr.

Barry Browning and Mr. David Showers, both with the Department of Motor Vehicles (DMV). Ms. Tomes gave an overview of the memorandum, resolution, and PowerPoint presentation included in the Agenda Packet.

Discussion was held regarding DMV Connect and the services and benefits provided.

Mr. Hipple expressed his support.

Ms. Larson expressed her support.

Ms. Sadler inquired about the budget.

Ms. Tomes discussed the budget impact and stated this was not being looked at as a revenue generator, but instead was viewed as revenue neutral, offering another service to citizens. She further stated the Attorney General opinion states that if a Constitutional Officer does this work, 80% of the reimbursement should stay with the Constitutional Officer's budget, with the remainder going to the County's General Fund. She noted there was nothing in that opinion stating how the 80% had to be used. She further noted daily bank deposits would be required; therefore, the current weekly armor truck service would need to be increased to daily services.

Discussion ensued regarding the keeping of DMV funds separate from County funds.

Ms. Tomes stated the resolution included in the Agenda Packet appropriates funds in the General Fund to be used for start-up costs through June 30, 2020, as well as an upgrade of a part-time position to full-time in the Treasurer's Office.

Mr. Icenhour reiterated the DMV Connect was every other month at the current satellite office.

Ms. Townsend confirmed the service was currently provided every other month.

Discussion ensued regarding the process of obtaining a Real ID.

Mr. McGlennon reiterated the proposal for the DMV Select was for starting in April and inquired if DMV Connect was anticipated to start at that time.

Discussion ensued regarding a time schedule for DMV Connect to begin.

Ms. Day noted there would be a Memorandum of Understanding (MOU) in place to support the services detailing what the County would be entitled to as well as the DMV. She further noted the DMV also conducts audits of the offices.

Ms. Tomes stated there had recently been discussion regarding where the Satellite Services Office is aligned and where it should be aligned. She noted that currently the Satellite Services Division reports to FMS; however, most of its work is comparable to that of the Treasurer's Office. She stated it made sense to merge Satellite Services with the Treasurer's Office and noted with the next budget cycle it was planned to move Satellite Services under the Treasurer's Office whereby it would remain its own division. She briefly discussed how merging the two offices together would align job duties and classifications. She stated the Satellite Services employees would become Deputies of the Treasurer's Office. She noted she does have an MOU with the County to use its Human Resources (HR) Policy that Satellite Services employees would continue to be County employees under the HR policies. She noted the benefit of cross-training of both offices.

Ms. Day briefly discussed the need for an additional full-time position in the Satellite Services Office.

The Board expressed its thanks to everyone.

At approximately 4:55 p.m., the Board took a brief break.

At approximately 4:59 p.m., the Board reconvened.

3. Briefing on Phases 1 and 2 of the Engage 2045 Comprehensive Plan Update Process

Absent: Sadler

Note: Ms. Sadler left the meeting during this item discussion.

Ms. Tammy Rosario, Principal Planner, gave an overview of the memorandum and PowerPoint presentation included in the Agenda Packet. She stated this meeting marked the second briefing with the Board of Supervisors on the two-year Comprehensive Plan update process known as Engage 2045. She noted this was a collaborative effort and introduced Ms. Leigh Anne King, LEED AP, Clarion Associates, LLC; Mr. Todd Gordon, Senior Planner, ERP, PC; and Mr. Vlad Gavrilovic, Principal Planner, ERP, PC. Ms. Rosario listed the highlights for the update as being: Brief Recap of Engage 2045; Public Engagement Part 1; Update on Building the Scenario Models; and Next Steps. She referenced the Briefing No. 2 Agenda included in the PowerPoint presentation and discussed the recap of Engage 2045.

Ms. King focused on the Public Engagement Part 1 section of the update and highlighted the input from the engagement opportunities in an attempt to aid in shaping some of the key visions and goals of the planning effort. She mentioned people were asked if they had ever participated in a County planning process and discovered there were a lot of new folks involved in this process, which led to her focus on the Primary Public Engagement Themes portion of the Agenda. She noted and discussed five areas that stood out of the engagement themes: 1) nature; 2) community character; 3) affordable housing; 4) economic development; and 5) quality of life. She further noted many of the polling questions that were developed during the engagement were built off what was learned coming out of the citizen's survey from last year. She recognized working with the Community Participation Team in an effort to understand what came out of that survey. She commented more detailed information was available on the Public Engagement Report website at [www.jamescitycountyva.gov/engage2045](http://www.jamescitycountyva.gov/engage2045).

Mr. Gordon concentrated on the Public Input Themes portion of the update and briefly discussed the five common and previously mentioned engagement themes. He commented they worked with the County's citizen appointed participation team to distill the themes and lessons into very specific and carefully worded theme statements which are included in the Briefing No. 2 Agenda included in the PowerPoint presentation in the meeting Agenda Packet.

The focus shifted to the Scenario Planning Process. Mr. Gavrilovic asked for any questions or comments thus far into the presentation.

Mr. McGlennon stated in regard to overall citizen participation, it made sense to include the number of people who participated in the spring survey, as this would dramatically increase the number of participants and the high level of interest and community involvement.

In conclusion of the presentation, Mr. Gavrilovic gave an overview of the Scenario Process and Building the Models included in the Briefing No. 2 Agenda included in the PowerPoint presentation in the meeting Agenda Packet. He noted the figures that were used did not

represent a goal or a target for growth, but were instead a standard increment of growth to allow “apples to apples” scientific testing of alternate policies under possible future assumptions.

Mr. McGlennon commented that in regard to the 21 Place Types used for scenario development, in many instances the high scoring preference was still substantially below a majority. He inquired if there was an opportunity to have people rank these scenarios in an effort to have a clearer sense if there was a general “this is what we like.”

Mr. Gavrilovic replied they would definitely be doing more outreach to the public on their visual preferences. He briefly discussed that they would be building a set of design guidelines which would dig further into the actual form and character of different land uses in the County.

Mr. Hipple stated he looked at the different scenarios and felt none of them fit the area; but, if he had to pick one it would be “which is the least ugly of all of them.” He suggested taking snapshots of what is currently in the community to see what works in the James City County locality.

Mr. Gavrilovic replied that was great guidance and commented that as the design guidelines are being built, County examples should definitely be used to get people’s refined opinions.

Mr. McGlennon briefly discussed his curiosity regarding the degree to which people would be interested in seeing redevelopment and natural preservation of rural lands as well as recreation of habitat that has been lost in the past.

General discussion ensued regarding community growth and natural resources.

Mr. Gavrilovic continued with his overview of the slideshow. He concluded the project was on track and on schedule for completing the scenario planning in the fall and beginning the Comprehensive Plan policies and implementation in approximately one year.

Ms. Rosario stated they were looking forward to caring for the momentum that had been created and fostering the synergy between engagement and modeling efforts. She further stated that to ensure the County can sustain this high level of effort, staff is happy to share that the Neighborhood Development Division and Planning Division have successfully applied for an unsecured \$42,000 Community Impact Grant for continuing this pairing of in-person engagement opportunity and online visual preference style input. She noted staff would return before the Board of Supervisors in April 2020 to ask it to appropriate the grant. She referenced the money and stated it would be used to get the opportunity in July geared up as well as the one in the fall.

Mr. Paul Holt, Director of Community Development and Planning, commented the monies would help staff do a deeper dive on some of the visual preference items.

Mr. McGlennon inquired if video could be obtained to allow people to have the online opportunity to see the process at work and perhaps to share with other communities.

Ms. Rosario replied that was a great idea and noted the Virginia Housing Development Authority would like to be able to share the County methodology with other localities across the state.

Mr. Holt stated it could be something used in other communities that could be replicated to get that level of deeper knowledge and understanding.

Mr. Hipple discussed the potential video and engaging with the public.

Ms. Larson expressed her appreciation for all of the work involved and found the presentation interesting. She expressed concern over the cost and stated it did not always seem realistic in how the questions were asked and putting together the price tag. She further expressed concern over obtaining this information and pushing it back out in a realistic way.

General discussion ensued regarding the costs involved in this plan.

Mr. Icenhour stated the Comprehensive Plan gave the community priorities and costs which allowed for the ability to make better informed budget, land use, and future policy decisions.

Ms. Rosario stated that July was the target month for staff to go back out into the public.

**D. BOARD REQUESTS AND DIRECTIVES**

Ms. Larson expressed her appreciation for the cooperation of allowing her to participate in the meeting via phone so that she could attend another necessary function.

There were no further comments from any other Board members.

**E. CLOSED SESSION**

None.

**F. ADJOURNMENT**

1. Adjourn until 5 p.m. on March 10, 2020, for the Regular Meeting

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

At approximately 6:02 p.m., Mr. Icenhour adjourned the Board of Supervisors.

  
Deputy Clerk