

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 23, 2021
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

ADOPTED

APR 27 2021

Board of Supervisors
James City County, VA

C. PRESENTATION

1. 2020 Historic Preservation Award

Mr. Mark Jakobowski, Vice Chairman of the James City County Historical Commission, noted the Historical Commission was recognizing the service of Mr. John Labanish. He further noted the Historical Commission's appreciation of his contributions to the community. Mr. Jakobowski noted Mr. Labanish had worked for 23 years as a Historical Interpreter with Colonial Williamsburg. He further noted Mr. Labanish's countless work as a volunteer and educator, as well as serving three terms as the Historical Commission's Chairman. Mr. Jakobowski noted Mr. Labanish had been instrumental in the relocation and restoration of the Norge Depot. Mr. Jakobowski noted on behalf of the James City County Historical Commission and the Board of Supervisors, the 2020 Historic Preservation Award was presented to Ms. Betta Labanish on behalf of Mr. John Labanish.

Ms. Labanish thanked both groups for the honor.

2. Proclaiming April 2021 as Child Abuse Prevention Month in James City County

Ms. Rebecca Vinroot, Director of Social Services, addressed the Board noting April is recognized throughout Virginia as Child Abuse Prevention Month. She noted for over 20 years, James City County has had a coalition comprised of James City County partners, City of Williamsburg partners, and community partners who plan activities to promote awareness of this important topic. Ms. Vinroot noted child abuse prevention was a community effort. She further noted several County members of the Child Abuse Prevention Coalition of Greater Williamsburg were in attendance with her: Ms. Juliet Heishman, from Social Services and Coalition Chairman, and Ms. Kristy Prescott from Parks and Recreation, and Ms. Gennie Bellas from the Police Department. Ms. Vinroot noted the pinwheel gardens would be planted again this year and numerous online activities would be available due to the COVID-19 Pandemic. She further noted the children's coloring contest would also take place.

Mr. Hipple read a proclamation acknowledging April 2021 as Child Abuse Prevention Month in James City County.

3. BoAT/Capital Trail Extension Presentation

Mr. Stevens noted the importance of bicycle and pedestrian facilities to County residents. He further noted the significance of the Capital Trail, an approximately 50-mile paved, off-road bicycle and pedestrian path between James City County and Richmond. Mr. Stevens noted Hampton Road localities were interested in the Capital Trail and the possibility of adjoining localities connecting to it. He further noted a past study addressing the connection was named the Birthplace of America Trail or BoAT. Mr. Stevens noted discussion with County Administrators and Peninsula City Managers last year on this topic and reviewed it with the local planning district commission to move forward with the project. He further noted Mr. Robert Crum, Executive Director, Hampton Roads Planning District Commission, was present and would provide the Board with an update on the discussion.

Mr. Crum addressed the Board noting the extension of the Capital Trail from James City County to Fort Monroe, further down into the Peninsula area. He noted the opportunity as both a potential economic driver and quality of life driver for the County. Mr. Crum noted he was also the Executive Director of the Hampton Roads Transportation Planning Organization. He further noted highlights of the Capital Trail in his PowerPoint presentation. Mr. Crum noted James City County was on the eastern edge of the Capital Trail, but the vision was for the County to be the center for biking in Eastern Virginia. He further noted the 120-mile trail envisioned with this extension opportunity placed the County in an economic position with restaurants, bicycle equipment facilities, and such. Mr. Crum continued his PowerPoint presentation indicating a possible loop off the main trail in the City of Newport News. He noted potential plans to expand the trail to the oceanfront, adding his colleagues in North Carolina were monitoring the plans as the possibility of a Dismal Swamp connection in the future. He further noted focusing on the strategic section of the Peninsula connection. Mr. Crum noted the Virginia Capital Trail Foundation had previously indicated it did not have the financial resources to participate in the extension. He further noted the Foundation was under new leadership and was reconsidering participation in the project. Mr. Crum continued the PowerPoint presentation highlighting various historical destinations along the route and the existing trail sections as well as the proposed sections within the localities. Mr. Crum noted identification of sections that could be completed within the next three to five years. He further noted candidate projects already identified in the Long-Range Transportation Plan. Mr. Crum noted Carter's Grove Country Road as it joins two sections of the trail that are already complete. He further noted assistance from Mr. Cliff Fleet from the Colonial Williamsburg Foundation as part of Carter's Grove Country Road is in Colonial Williamsburg. Mr. Crum noted the right-of-way was largely owned by James City County, Colonial Williamsburg, and the Kingsmill Neighborhood Association and collaboration among the groups. He further noted reviewing structure safety on bridges, as well as working with property owners were also part of the project. Mr. Crum continued the PowerPoint presentation highlighting York County's existing and proposed trail as well as the proposed five-mile loop in the City of Hampton. He noted the proposed Poquoson Connector on Victory Boulevard, which already included bicycle and sidewalk facilities, was already funded with projected completion in the next two to three years. Mr. Crum noted the financial breakdown using an estimated average per mile cost, adding the trail west of the City of Williamsburg to Fort Monroe would cost \$125 million. He further noted potential funding sources included Smart Scale, Commonwealth Transportation Board, state legislators, localities' Capital Improvement Programs, coordination with developers, and Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality Improvement (CMAQ). Mr. Crum noted RSTP and CMAQ may offer regional financial opportunities. He further noted Mr. Chris Hall, Virginia Department of Transportation (VDOT) District Administrator, had been very helpful with the process. Mr.

Crum noted Mr. Hall and VDOT had agreed to an On-Call Consultant, Michael Baker International, at no cost to the County for the project. He further noted additional updates in the presentation with the goal to advance project segments to be candidates for grant applications. Mr. Crum noted a project manager would be assigned to the project in addition to access to the Capital Trail project manager. He further noted the City of Newport News had identified segments within its route, if funding was acquired, could be built in three years. He continued the PowerPoint presentation with costs per segments in Newport News. Mr. Crum noted this project was on the regional radar.

Mr. Hipple thanked Mr. Crum and asked the Board for any questions.

Ms. Larson noted the trail expansion would benefit tourism. She asked Mr. Crum if a Return on Investment (ROI) analysis had been done, citing the \$125 million cost, and if localities would receive any money.

Mr. Crum said no ROI had been done yet, but it would be monitored. He noted reviewing other communities to provide estimates. He further noted the economic opportunities and that he would work to get the ROI estimates for Ms. Larson.

Ms. Larson thanked Mr. Crum.

Mr. McGlennon noted his support of the project, particularly the Carter's Grove Country Road usage. He further noted the BoAT name and the possibility of a name change which reflected a consistent branding across the community.

Mr. Crum noted the BoAT Trail name was not definite. He further noted the RVA 757 Hampton Roads mega-region was supporting the project with messaging and branding.

Mr. Hipple noted the economic opportunities for biking enthusiasts. He thanked Mr. Crum for the presentation.

4. VDOT Quarterly Update

Mr. Rossie Carroll, VDOT Williamsburg Residency Administrator, addressed the Board with the quarterly updates from December 1, 2020 to February 28, 2021. He noted the completion of 636 of 734 work orders, which equated to an 87% completion rate. He further noted the remaining work orders included 71 for drainage, 24 for roadway, and three for vegetation. Mr. Carroll noted the current focus was on drainage work orders as there was a backlog due to the wet conditions over the past year. He further noted another focus centered on pothole and paving patching. Mr. Carroll noted other VDOT projects had included sweeping, drop inlet cleaning, ditch work, and the first primary route litter pickup with the secondary routes scheduled later in March prior to the April primary mowing. He further noted other VDOT projects included Phase 3 of the I-64 widening, Longhill Road Phase 2 widening, Olde Towne Road and Longhill Road turn lane improvements, and the design build Skiffes Creek connector. Mr. Carroll noted the plant mix bids open March 24, 2021 on the various paving roads throughout the County. He further noted many of the roads were primary ones. Mr. Carroll noted another project included an on-call pipe rehabilitation to 12 pipes within the Williamsburg Residency. He further noted upcoming projects included four-lane widening at Croaker Road from the Williamsburg Regional Library to Route 60 and the sidewalk and bicycle lane in conjunction with the Croaker Road widening. Mr. Carroll noted additional projects included work on the short bridge at Jamestown and Greensprings Trail, which was part of a pilot project. He further noted the bridge boards and decking were being resurfaced with an epoxy and sand mixture to reduce slickness.

Mr. Icenhour asked what the anticipated lifespan was on the resurfacing material.

Mr. Carroll noted with improved materials, VDOT was hoping for 25-plus years.

Ms. Larson asked when the bridge would be closed.

Mr. Carroll replied late April depending on the moisture level with respect to the wood. He noted the schedule would be adjusted as necessary on that point.

Ms. Larson thanked Mr. Carroll for the information.

Mr. Carroll noted edge line striping on Route 5 between Brick Bat Road and Chickahominy Road would occur this spring. He further noted drivers would feel skips in the striping as a safety measure to avoid running off the road. Mr. Carroll noted additional projects such as Smart Scale 20 shared path to connect gaps from Longhill Road to DePue Drive.

Discussion ensued on the project.

Mr. Carroll noted some County safety and operational projects included: the completion of pedestrian crossing on Route 615/Ironbound Road at Veterans Park; upcoming right-in/right-out delineator installation at Route 5 and Centerville Road and Route 30 with right-out only on Old Stage Road. He further noted some traffic studies had been completed throughout the County:

- Route 606 (Riverview Road) - installed turn warning signs at curve
- Route 1502 (Birdella Drive) at Adams Hunt Drive - installed Yield signs
- Route 648 (Howard Drive) and five other route entries along Route 60 - installed statutory 25 miles per hour (mph) signs

Mr. McGlennon asked for an explanation of the Route 648 work.

Mr. Carroll noted the signs were statutory anyway, but speeding was still an issue. He further noted requests were made to post the 25 mph speed limit signs as vehicles enter the road. Mr. Carroll noted signs are not always posted as it should be known the speed limit is 25 mph in residential areas. He further noted the signs will be posted particularly if speeding instances are occurring 85% of the time. Mr. Carroll noted the signs helped with traffic calming. He further noted the traffic study also included:

- Route 5 speed study
- Route 30 speed study

Mr. Carroll noted the Route 30 speed study should be completed by the end of March and he would provide an analysis.

Ms. Sadler thanked Mr. Carroll for his help in the County. She asked for an update on the speed limit reduction heading into Barhamsville.

Mr. Carroll noted that was the Route 30 speed study he had referenced. He further noted two different studies had been done as the route was in VDOT's Richmond District and the Hampton Roads District with both traffic engineers doing independent studies. Mr. Carroll noted the two studies did not match as a corridor. He further noted new data was collected for the corridor with a combined speed study being used. Mr. Carroll noted upon completion, a follow-up Zoom meeting would take place.

Ms. Sadler noted the Rochambeau-Stage Road situation and the right-out turn. She asked if

VDOT would be monitoring that area on a regular basis to ensure safety.

Mr. Carroll confirmed yes. He noted numerous questions about why VDOT was implementing a right-out at Old Stage Road. He further noted many studies had been done at that intersection of Schoolhouse Road, Rochambeau Drive, and Old Stage Road. Mr. Carroll noted this last study was a roadway safety assessment where VDOT partnered with local governments, school divisions, operations, and police departments to discuss the intersection. He further noted a review of the three-year crash history showed 55% of all the accidents occurred with vehicles coming out of Old Stage Road either going straight or left. Mr. Carroll noted 78% of all the injuries occurred with that same traffic movement, adding 82% of those accidents were outside what he termed the AM and PM peaks. He noted the peaks were determined by Stonehouse Elementary School's pick-up and drop-off. Mr. Carroll further noted citizen concern about the right-out and extended commuter time. He noted that intersection and the crossover near White Hall have been modeled with an eight-foot increase in the turning radius on the eastbound shoulder on Route 30. Mr. Carroll noted this was a short-term solution, but it addressed 55% of the accidents and 78% of the injuries. He further noted the intersection has 32 decision points, but with the right-out, only 21 points of contact were identified.

Ms. Sadler noted she had heard concerns regarding the length of the U-turn lane in front of White Hall. She further noted some citizens did not think the lane was long enough with oncoming traffic traveling at 55 mph and the potential problems there. She asked Mr. Carroll about monitoring that area.

Mr. Carroll confirmed VDOT would be monitoring that area. He noted adjustments would be made if needed. He further noted a permanent concrete barrier would not be installed, but rather striping, breakaway delineators, signage, and other adjustable items would be used as the intersection is monitored over the next year. Mr. Carroll noted both intermediate and long-term recommendations based on the study that are longer to program and more costly. He further noted two studies for signal justification had occurred there, but currently a signal was not warranted. Mr. Carroll noted signal installation without certain warrants being met, based on Federal Highway Administration input, can pose certain safety concerns such as rear ending, longer time through the intersection, and such. He further noted VDOT would continue to monitor the intersection to see if it warrants a signal.

Ms. Sadler asked Mr. Carroll if VDOT could put some striping in the turnaround in the median area. She noted the striping would help people with turning guidelines. She further noted an Agenda Item later that addressed funding for a pedestrian-bikeway project with a shift from Norge to the Grove area. Ms. Sadler noted the lack of pedestrian crosswalks in the Toano area and expressed concern over a proposed crosswalk at the Forge Road intersection. She further noted safety concerns at that proposal and suggested a crosswalk at Mclean's Grocery. Ms. Sadler noted discussion with Mr. Carroll for a possible solution for a crosswalk.

Mr. Carroll noted he would be glad to assist Ms. Sadler. He further noted the County had a revenue share project as well as VDOT funding that assisted with such projects. Mr. Carroll noted analysis had been done previously, but the location had been determined to be unsuitable based on traffic engineering concerns.

Ms. Sadler expressed concern for the existing problem, noting the ongoing revitalization of the Toano area. She further noted the creation of another potential traffic problem.

Mr. Carroll noted he would look into the situation.

Ms. Sadler thanked him for his time and attention to the concerns.

Mr. Icenhour noted he had several thank you's for Mr. Carroll. He further noted one was the potholes along Monticello Avenue near the entrance. Mr. Icenhour noted the second thank you was the crosswalk at Ironbound Road. He further noted he had received good feedback from citizens in that area, adding his thanks to County staff also.

Ms. Larson noted Mr. Carroll's earlier comments on drainage and cleaning in residential areas. She further noted she had received calls on debris in neighborhood ditches and asked for an update.

Mr. Carroll noted VDOT was focused on the drainage, adding the contractor VDOT worked with had been impacted by the COVID-19 Pandemic and unable to perform the truck ditching per the normal schedule. He noted a focus shift to address the backlog with the drainage ditches. Mr. Carroll further noted implementing a specialty crew to focus on ditching, shoulder, pipe, sinkhole repair, and such. He noted these would be new positions and not likely to be in place until the next fiscal year.

Ms. Larson noted she had a road issue in the Landfall neighborhood. She further noted a County staff member was working with VDOT to get an inspection on William Tankard Drive and a retaining wall. Ms. Larson asked Mr. Carroll for an update.

Mr. Carroll noted the walkthrough for that location was scheduled for 1:30 p.m. today. He further noted the retaining wall Ms. Larson referenced was outside of the right-of-way.

Ms. Larson asked if incorporation into the state maintenance system would be considered.

Mr. Carroll noted not at this time as the wall was out of the right-of-way and would not be considered. He further noted retaining walls had been closely reviewed in past projects due to their significance and were predominantly located in wetland areas.

Ms. Larson thanked Mr. Carroll, adding the retaining wall was a major concern to the resident living near it due to the height. She noted other residents had expressed concerns also.

Mr. Carroll noted the public right-of-way was not in VDOT's system. He further noted today's walkthrough would help develop a punchlist for that public right-of-way section. Mr. Carroll noted the retaining wall, as it was located outside of the right-of-way, would likely involve the property owner or homeowners association.

Ms. Larson thanked Mr. Carroll. She noted the intersection of Route 5 and Centerville Road and hoped Mr. Carroll had statistics on that intersection. She further noted this intersection had been a point of discussion over the past few years, including a Town Hall meeting in 2019. Ms. Larson noted she had received some citizen feedback that was not supportive of the decision.

Mr. Carroll noted the long-standing safety concern regarding the offset intersection between Greensprings Road and Centerville Road at Route 5. He further noted the number of accidents with 64% being rear end accidents and 18-20% being angle accidents where people pull out in front of other drivers. Mr. Carroll noted the majority of accidents occurred at Centerville Road and Route 5, not Greensprings Road and Route 5.

Ms. Larson noted some of the concerns were additional time.

Mr. Carroll noted there were two options: 1) on Greensprings Road heading to Centerville Road, take a left to the signal at Monticello Avenue, then a right to the signal at Centerville Road and from there make a left onto Centerville Road; or 2) right on Greensprings Road and

go up to Greensprings Plantation signal at Jamestown High School and turn left, and then left on Monticello Avenue back to Centerville Road. He further noted it was approximately 1.5-2 miles either way. Mr. Carroll noted one route had one signal with the alternate route having two signals. He further noted both routes were modeled, which indicated both routes to be safe and consideration of specific variables such as sight distancing and such.

Ms. Larson noted most of the concern seemed centered on a traffic increase at Greensprings Plantation and the left turn onto Monticello Avenue. She further noted increased worry for accidents there. Ms. Larson noted she had asked Mr. Stevens to contact the schools regarding the current high school bus routes going in that direction. Ms. Larson further noted Mr. Carroll stated this situation would be monitored for 12 months.

Mr. Carroll confirmed yes.

Ms. Larson noted recent flooding had closed Centerville Road and drivers had to use Greensprings Road. She further noted monitoring the situation.

Mr. Carroll noted there was an issue downstream creating the water backup, but he was unsure what the issue was.

Ms. Larson noted some long-term solutions had been discussed. She further noted one solution included more alignment of the road with a roundabout. Ms. Larson noted funding was not available currently for that project.

Mr. Carroll confirmed that was so. He noted this was a quick fix with the installation of the right-in/right-out, but that change also removed some safety issues as in the Toano traffic situation discussed earlier. Mr. Carroll further noted the use of striping, breakaway delineators, and signage would also be used here. He added the speed reduction would also be taking place and VDOT would continue to monitor. Mr. Carroll noted he could make adjustments at the intersection as needed.

Ms. Larson thanked Mr. Carroll.

Mr. McGlennon extended his thanks to Mr. Carroll, noting the aggressive schedule for the Skiffes Creek Connector. He noted that was a very important addition to the County's road network. He further noted the Colony-Lake Powell Road area was included in this year's paving projects. Mr. McGlennon noted Neck-O-Land Road was also included, but added he had a question on the section toward the end of Neck-O-Land Road near the Colonial Parkway and the National Parks Service maintenance area. He further noted it appeared the owner of several duplexes there had installed a clay berm or soil that was blocking the drainage path and creating flooding on both sides of Neck-O-Land Road. Mr. McGlennon noted the James City Service Authority had a pump station near there as well as a fire hydrant in the high water area. He further noted significant off-road flooding along the Roberts District side of Neck-O-Land Road. Mr. McGlennon questioned if the berm was 25 feet off the centerline, adding it was causing erosion and drainage issues.

Mr. Carroll noted he would check and get back to Mr. McGlennon on his findings.

Mr. McGlennon noted the duplexes were located at 532 Neck-O-Land Road. He further noted Mr. Carroll's earlier reference to drainage work in the County, adding older developments over time have poorly functioning drainage ditches. Mr. McGlennon noted sediment build-up and flow line disruption and possible solutions.

Mr. Carroll noted some solutions could be available, but addressed pipes settling and the offset of pipes to help drainage. He further noted open ditch systems drain surface water as

well as properties. Mr. Carroll noted VDOT works to clear pipes of sediment and cut back the ditches to the flow line for better drainage. He further noted the pipe design and timeline and the number of storms that exceed the timeline. Mr. Carroll noted during excessive rain, the level of water exceeds the ditches and Best Management Practices (BMPs) areas, adding the BMPs have a set depth also. He further noted he would review any drainage structure or situation if the Board has any concerns. Mr. Carroll noted VDOT maintained the right-of-way, but many of the outfalls are outside of VDOT's right-of-way.

Mr. McGlennon noted flooding and sediment build-up seemed predominantly around concrete culverts. He further noted standing water over extended periods of time. Mr. McGlennon noted when the areas dry, residue is left behind that homeowners complain is their responsibility to clean up.

Mr. Carroll noted an elevation difference could be the issue.

Mr. McGlennon asked if there was a way to deal with that problem.

Mr. Carroll noted a ditch could be filled in and regraded to a new elevation.

Discussion ensued.

Mr. Hipple thanked Mr. Carroll for the work on old Route 60, pothole issue on Barnes Road, and several areas of Forge Road.

Mr. Carroll noted the spray injection equipment was in that area. He further noted VDOT's intention was to seal the "alligator cracking" of the road. Mr. Carroll noted this time of year was pothole season.

Mr. Hipple thanked Mr. Carroll for the update.

5. Briefing on the Engage 2045 Comprehensive Plan Update Process

Ms. Tammy Rosario, Assistant Director of Community Development and Planning, addressed the Board with a PowerPoint presentation on the Engage 2045 Comprehensive Plan process. She noted other members from the Planning Team included Ms. Ellen Cook, Principal Planner, Mr. Vlad Gavrilovic, Principal with EPR P.C. via telephone, and Mr. Rich Krapf, Chairman of the Planning Commission and the Planning Commission Working Group (PCWG). Ms. Rosario noted the highlights completed by the Community Participation Team (CPT) and the PCWG over the past five months, which included feedback from the latest public engagement round - Deciding and Affirming. She further noted the Board's Agenda Packet contained more information and data for review. Ms. Rosario noted today's goal was an introduction to the material, share questions and thoughts, and to request the Board provide feedback over the next 30 days as staff and the PCWG prepare for a May 2021 work session with the Board. She further noted the timeline for the process with the recent completion of Round 3, Deciding and Affirming, of the community engagement piece of the process. Ms. Rosario noted Round 3 was part of cumulative input from three questionnaires and a series of Community Chats for public questions. She further noted with the constraints of the COVID-19 Pandemic, the CPT and Planning Team included several factors: an insert in the real estate billing mailing to 20,000 County households; extension to six weeks for the engagement process; dissemination and collection of paper questionnaires at 11 locations throughout the County; and offered weekly drawings of prizes to local small businesses. Ms. Rosario noted these factors resulted in a higher yield of comments and showed the statistical breakdown in the PowerPoint presentation. She further noted specifics of each of the questionnaires: Policies and Actions; Character Design Guidelines; and Future Land Use Map. Ms. Rosario noted both paper and

online versions for the questionnaires had been available. She further noted summary statements for each of the priority areas: Nature, Community Character, Affordable Workforce Housing, Economic Development, and Quality of Life.

Ms. Cook continued the presentation highlighting the integration of revised chapter materials based on new policy ideas, guidance from agencies, and other sources. She noted significant Goals, Strategies, and Actions (GSAs) for consideration. Ms. Cook further noted the GSAs were included in the Board's Agenda Packet for review, as well as a link to the full materials included in the memorandum also provided. She noted the PCWG feedback was also included for review with the final review during April and May. Ms. Cook noted one GSA item across all chapters was the reexamination and revision of the Goal statements to incorporate Round 2 input from the Goals questionnaire. She further noted staff's request for the Board to review the GSAs and other related items over the next 30 days. Ms. Cook continued the PowerPoint presentation highlighting the next steps in the April-May timeline in preparation for consideration in September.

Mr. Hipple asked the Board if there were any questions on today's presentation. He thanked Ms. Rosario and Ms. Cook. He noted Mr. Krapf, Planning Commission representative, was in attendance.

Mr. Krapf addressed the Board noting the eight members of the PCWG were very engaged in the process. He noted staff had done a very good presentation of the findings to date.

Mr. McGlennon asked if there was any area where a high level of consensus had not been noted. He asked if any areas had contention or disagreement as well as lively debate.

Mr. Krapf noted lively debate had taken place. He further noted the Future Land Use Map and land use applications was being reviewed currently. Mr. Krapf noted public input had shown strong support of preserving the community character as seen in the rural lands. He further noted working on those points, adding the public hearings in June would provide additional feedback.

Mr. Icenhour noted the amount of information in the packet. He further noted reviewing it within the next 30 days.

Mr. Krapf confirmed yes that it was a huge volume of material. He noted it was 30 days until the next meeting to allow time to review the packet. He further noted this was his third Comprehensive Plan since he had been a member of the Planning Commission.

Mr. Paul Holt, Director of Community Development and Planning, addressed the Board regarding the Future Land Use Map, land use applications, and policies. He noted those points would be packaged and presented to the Board at the April 27, 2021, Business Meeting. Mr. Holt further noted Ms. Cook's three-page memorandum was an excellent highlight of the 99-page packet before the Board. Mr. Holt noted to Mr. McGlennon's earlier question that the PCWG was working diligently to ensure fairness in advancing the County's vision to reflect the input received. He further noted that incorporation equaled the volume of the packet, adding the PCWG was ensuring the input was captured.

Mr. Krapf noted the team effort of staff, consultants, and the PCWG.

The Board thanked everyone.

D. BOARD DISCUSSIONS

None.

E. CONSENT CALENDAR

Mr. Hipple asked if any Board member had any item to pull.

Ms. Sadler asked to pull Item No. 5 for questions to Mr. Holt.

1. Minutes Adoption

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

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

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

The Minutes Approved for Adoption included the following meeting:

- January 30, 2021, Retreat Minutes
- February 9, 2021, Regular Meeting
- February 23, 2021, Business Meeting
- March 9, 2021, Regular Meeting

2. Contract Award - Replacement Fire Boat

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

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

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

3. Budget Appropriation of Pedestrian and Bicycle Accommodation Construction and Maintenance Funds - Rochambeau Solar Project - \$324,000

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

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

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

4. Budget Appropriation of Proffered Transportation Funds - \$11,902

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

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

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

5. 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant Application

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

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

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

Ms. Sadler noted she had received some questions from citizens. She asked who identified the homes that were available for rehabilitation and if citizens filled out an application.

Mr. Holt noted the starting point was the County's waiting list. He further noted the list was comprised of citizens who had reached out the Housing Division, a part of the Department of Social Services, expressing a need. Mr. Holt noted the need was greater than the availability, but the waiting list was the starting point.

Ms. Sadler asked about the criteria regarding residents remaining in the homes for particular periods of time. She noted she thought a five-year term was required.

Mr. Holt noted for rehabilitated homes there was no requirement for the family to stay in the home. He further noted the County's investment in those properties was protected by a lien on the property for the local dollars. Mr. Holt noted each family was unique in their income coming in and expenses. He further noted part of the process involved Housing Division staff sitting with the families to do a detailed budget review of income history, current income, and expenses and determining a level they can give back. Mr. Holt noted the family's ability to pay was then translated into a lien on the property based on the local dollars invested in the property. He further noted each lien was different and the timeline to pay could vary also, adding if a family moved from the home then the lien was in place to protect the local investment.

Ms. Sadler asked Mr. Holt if any homes rehabilitated in James City County had been done more than once.

Mr. Holt noted the Housing Division has had a very successful history over the past 20 years or more, adding there may have been some properties that were re-reviewed.

Ms. Sadler noted another question she received asked about income qualifications and taxes on increased property value and insurance.

Mr. Holt noted those items were factored in during the detailed budget review. He further noted the specific family composition the Housing Division worked with, adding most were seniors, had a disability, and multi-generational.

Ms. Sadler noted a short-term fix versus a long-term solution and the taxpayer concern.

Mr. Holt noted part of the process was to ensure the repayment part and local property investment was set at a rate that did not create a cost burden. He further noted that equated to the household paying more than 30% of their monthly income to housing. Mr. Holt noted these grants were not home renovations and maintenance, adding these programs addressed structural issues and the dilapidation of the structure. He further noted rotten floor joists as an example, as well as non-functioning bathrooms or kitchens, and disconnected sewer pipes. Mr. Holt noted some of the funding would be used to address the most structural deficient homes. He further noted most of the families were earning at or below 50% of the area median income. Mr. Holt noted if the home was declared structurally unsafe, then the family would be homeless and seeking other forms of assistance from the Department of Social Services. Mr. Holt further noted it was necessary to ensure these families had safe and decent housing, adding these were scattered site housing and not concentrated within one area of the County.

Ms. Sadler thanked Mr. Holt for the information.

F. BOARD CONSIDERATION(S)

1. Contract Award - Administration of 457 (b) and 401 (a) Retirement Plans

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

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

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

Mr. Patrick Teague, Director of Human Resources, addressed the Board noting a Request for Proposal was solicited from qualified carriers/offerors to provide comprehensive, full-service management of the 457 (b) and 401 (a) retirement plans for eligible County employees. He noted eight firms responded and that the contract had an initial term of five years, with the option of one-year renewals after. Mr. Teague further noted staff's recommendation for approval of the resolution awarding a contract to Empower Retirement. He noted anticipated savings in both administrative and investment fees, which are currently charged to the employee's account. Mr. Teague further noted wider options of investment choices will also be available.

2. Clarification to Acceptance of Deed of Easement for 2822 Forge Road

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

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

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

Ms. Rosario addressed the Board noting the Board had adopted a resolution accepting an offer to amend an existing conservation easement on 2511 and 2611 Forge Road on June 11, 2019. She noted on September 10, 2019, the Board clarified and amended the resolution to allow for seven residences in exchange for the establishment of a conservation easement on 2822 Forge Road, also known as the Meadows Farm. Ms. Rosario further noted the specifics of the resolution and its draft language in reference to residential structures and their setback to 800 feet from Forge Road with limited agricultural structures as close as 400 feet. She noted the limited landscaping on the property. Ms. Rosario noted staff's recommendation that the Board adopt the resolution clarifying that two horse shelters of a maximum 875 square feet each may be established on the Meadows Farm. Ms. Rosario noted Mr. Hawley Smith, the applicant, was present for remarks.

Mr. Smith addressed the Board thanking them for their time and for staff's time and attention to this item, particularly Ms. Rosario and Mr. Kinsman.

Mr. Hipple noted the two horse structures and the distance from the road. He further noted he was protective of Forge Road and the fact the run-ins were matched to the area, its aesthetics, and how it served the community.

3. Virginia Land Conservation Foundation Grant-Grove

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

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

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

Ms. Carla Brittle, Centers Administrator of Parks and Recreation, addressed the Board adding that the memorandum and resolution before it was permission to seek a matching grant from the Virginia Land Conservation Foundation. She noted the 50:50 matching grant would assist with the acquisition of 7.75 acres of property in the Grove community for the creation of a community park to support identified citizen needs in the lower end of James City County. Ms. Brittle further noted if funding was awarded, the County would be required to include language in the recorded deed stating the property will be placed under the restrictions of the Open Space Land Act of Virginia and protection is in perpetuity. She noted staff recommended the Board's support.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler noted the County's Economic Development Office was recognized as a recipient of the Virginia Economic Developers Association's 2021 Community Economic Development Award. She further noted these awards recognized exceptional contributions of communities in the Commonwealth of Virginia for the following efforts: business retention and expansion; business recruitment; community development; and community involvement. Ms. Sadler noted James City County Office of Economic Development received the award in the 40,000-100,000 resident population category. She further noted the award was for business retention and community involvement efforts establishing a partnership with the Greater Williamsburg Partnership, the Williamsburg Community Foundation, and the Virginia 30 Day Fund to be the first locality partnership offering \$3,000 forgivable loans to James City County businesses. Ms. Sadler thanked her Board colleagues for the program's support with the allocation of funds, which assisted more than 125 small businesses in the County to retain their employees and keep their doors open for business. She also thanked staff for its diligent support of this initiative and for being the first locality to do so. She asked Mr. Stevens to present the award to Mr. Christopher Johnson, Director of Economic Development, and to relay the Board's thanks.

Mr. Icenhour noted his March 10, 2021 interview with WMBG radio. He further noted he and Mr. Hipple participated with the retaining wall working group on March 17, adding it was a very productive meeting. Mr. Icenhour noted staff was working on that information and a follow-up would be forthcoming to the Board. He further noted the restructuring of the Business Council on March 18. Mr. Icenhour noted the restructuring would eliminate the overarching Board from the Chamber of Commerce so if approved, the funding would go directly to the two agencies and not to the central coffer to be dispersed. He further noted if the restructuring occurred, it could possibly eliminate some overhead, and hopefully would be completed by the end of the fiscal year. Mr. Icenhour noted the Ironbound Road crosswalk and his constituents in the Meadows community, adding the number of children in the area. Mr. Icenhour shared a photograph of Cassity and her thank you for the crosswalk. He noted the Vietnam War Veterans Day would be on March 29, 2021, which was established in 2017 by federal legislation. He further noted it was established in commemoration of March 29, 1973, which was the date on which the military assistance in Vietnam was disbanded, the last combat troops left the country, and the last prisoners of war returned to the United States. Mr. Icenhour asked that people remember that day, noting 85,000 Vietnam War veterans are still in the United States, which equated to 31% of them.

Ms. Sadler asked if there would be an event at Veterans Park.

Mr. Icenhour noted no due to COVID-19, but he was hopeful for next year. He noted the logistics of planning since many people had not yet received vaccinations at the time of scheduling an event.

Ms. Larson thanked Mr. Carroll for his presentation and VDOT's work. She noted she had received numerous feedback on the upcoming traffic change to Route 5 and Centerville Road. She further noted she hoped people heard the modeling report and that this intersection would continue to be monitored. Ms. Larson noted a long-term solution involved a possible alignment of Centerville Road and Greensprings Road, a possible roundabout, but those were expensive projects and the funding was not available at this time. Ms. Larson noted that intersection was the number one thing people talked to her about, and while it had been quieter with school out and people working from home, people were beginning to be out traveling more with increased traffic. She further noted she hoped this change and the speed reduction would help the situation. Ms. Larson noted she could be reached by email or phone call. She further noted the difficulty with people crossing the road near McLean's Grocery in Toano that Ms. Sadler had referenced earlier and thanked her for noting it. Ms. Larson noted a recent Tourism

Council meeting and a virtual presentation from Mr. Roger Dow, President and Chief Executive Officer of the United States National Travel Association. She further noted Mr. Dow expressed optimism about traveling, particularly in 2022 as travel is beginning to pick up in 2021. Ms. Larson noted Mr. Dow's message was to stay optimistic, set goals for vaccination in your community, and to be in a place to accept visitors. She further noted James City County was accepting visitors now. Ms. Larson noted recent activity at the Outlet Mall with lots of people there. She further noted she was checking on hotel information to see if there was a business increase in hotel stays over the weekend. Ms. Larson noted Busch Gardens was hoping for less restrictions regarding attendance, while still following safety protocols.

Mr. Stevens noted the honorable Governor Ralph Northam had increased outside capacity to 100 people.

Ms. Sadler asked if Busch Gardens would require masks to be worn outdoors.

Ms. Larson noted Mr. Kevin Lembke, Park President of Busch Gardens Williamsburg and Water Country USA, had not commented on that point. She also noted her attendance with Ms. Sadler at a recent Virginia Peninsula Regional Jail meeting, where Ms. Larson noted she was recognized for her service there. Ms. Larson extended her condolences to Mr. Randy Wheeler, Poquoson City Manager, and the family of his Assistant City Manager who passed away from COVID-19. Ms. Larson noted during her supervisory certification classes, many boards had committees for budget and such. She further noted the retaining wall committee and she asked Mr. McGlennon if the County had ever had such committees. Ms. Larson noted the possibility for future committees. She further noted recent news items such as the Commonwealth of Virginia was home to over 108,000 women veterans, which is one of the largest in the country. Ms. Larson noted an article on meetings with regular citizen participation, which she added James City County has been doing all along, even during COVID-19 with alternate means.

Mr. McGlennon noted the vaccination clinic at the Colonial Williamsburg Visitor Center. He thanked the County's partners, Colonial Williamsburg Foundation, James City County Fire Chief Ryan Ashe and the workers. Mr. McGlennon noted the positive response to the clinic and the people involved there. He further noted thanks to the Department of Social Services, the Police Department, and Parks and Recreation for all their involvement with the Child Abuse Prevention Month. Mr. McGlennon noted an information packet that was available. He thanked Mr. Steve Rose from Eco Discovery Park for his contribution of voluntary citizen contributions to Parks and Recreation for the installation of exercise stations on the Greensprings Trail and the Capital Trail.

Ms. Larson noted the Board hoped to recognize Mr. Rose once the stations were installed.

Mr. McGlennon noted that would be great. He further noted discussion on the Scattered Site Housing Program and his role as the Board representative on that committee. He noted the impact the program was making in people's lives in addition to the County being recognized in a national online newsletter from Route 50 for its work in addressing affordable housing. Mr. McGlennon noted the Board's attendance at the joint meeting with the Williamsburg City Council and the Williamsburg-James City County School Board as well as attendance with Ms. Larson and Mr. Stevens at the School Liaison meeting. He further noted upcoming meetings with presentations and an opportunity for input from the Board. Mr. McGlennon noted he served as the Board representative on the Greater Peninsula Workforce Consortium, which is merging with the Hampton Roads Workforce Council to be one regional entity. He further noted the process was ongoing and drawing national attention to the improved efficiency and impact of the Workforce Council. Mr. McGlennon thanked the Police Department as he had requested it check in with area Asian-American owned businesses or

those which catered to Asian-Americans regarding safety during recent events in the country. He noted he wanted the clear message of James City County as a welcoming and inclusive community to be known to citizens and tourists. Mr. McGlennon noted the passing of a County employee, Ms. Nan Burcham, who worked as a Web and Publication Specialist for 16 years. He further noted she was valued for her caring spirit, her kindness, and always willing to share a smile. Mr. McGlennon noted during her tenure, Ms. Burcham had been responsible for assembling the Board packets at that time, proofreading and formatting those items. He further noted Ms. Burcham's ties to the County included her son, Kyle, who had interned with the Planning Department and worked with Mr. Kinsman on some legal issues. Mr. McGlennon noted Kyle went on to law school and was a practicing attorney in the area, adding Ms. Burcham's brother, Mr. Jeff Vellines, had been a County police officer. Mr. McGlennon noted Ms. Burcham was truly a part of the James City County family and he extended his condolences to her family.

Mr. Hipple thanked Ms. Sadler and Ms. Larson on the traffic issues they have been addressing. He noted the dedication of the Board on behalf of the community. He further noted the Hampton Roads Transportation Accountability Commission and Finance Committee meeting. Mr. Hipple noted the Hampton Roads Military and Federal Facilities Alliance (HRMFFA) meeting, adding he was the Chairman of that committee. He further noted the HRMFFA budget had gone out before those in the communities and cities to help better prepare for expenses. He noted some concern about the HRMFFA budget as a large cash revenue was carried. Mr. Hipple further noted trash pickup and the amount of litter and what the options were to reduce it in the County. He noted visitors want to see a clean area and drive down clean roads. Mr. Hipple noted the outstanding volunteer litter cleanup programs, but funding may need to be designated to assist with litter cleanups.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted the discussion on trash would be a good part of the budget discussion. He further noted the options of County staff or inmate resources or community service workers to supplement litter pickup. Mr. Stevens noted an update with nearly 2.9 million COVID-19 vaccinations administered in Virginia as of last week. He further noted initially Virginia received 100,000 doses per week and that number was now up to 500,000 doses per week as progress continues in that area. He noted for information on vaccines at larger retail pharmacies was available at <http://vaccinefinder.org/> and search by location. Mr. Stevens noted the Virginia Department of Health (VDH) announced some local health districts will begin moving into Phase 1c and that all health districts will likely move by mid-April. He further noted the Peninsula Health District, of which James City County was part of, was not in Phase 1c yet but mid-April was the targeted date. He noted people were still encouraged to register on the VDH website or to call 877-829-4682. Mr. Stevens noted the statistics for vaccines in the County, adding the Visitor Center clinic was working well with over 11,500 doses delivered since opening. He further noted Phase 1b, 65 and older, was the current phase for the County with a partnership with Sentara Hospital upcoming in the next few weeks to open vaccines for some of the underserved communities. Mr. Stevens noted the regional coordination to create Operation Vaccinate the Peninsula. He further noted some restrictions were lessened under Governor Northam's updated policy, adding the continuation of handwashing, social distancing, and wearing masks was still needed. Mr. Stevens noted some staffing updates included filling the Chief of Police position with an internal process with the possibility of June for the position to be filled. Mr. Stevens noted some temporary changes to broaden individual experience and strengthen the organization with swapping members of the executive leadership team's roles. He further noted Mr. Jason Purse, Assistant County Administrator, is temporarily assigned as the Interim Parks and Recreation Director with Mr. John Carnifax, Parks and Recreation Director, becoming the Interim Assistant County Administrator. He noted this temporary assignment goes until August 2021. Mr. Stevens noted

his proposed Fiscal Year (FY) 2022 budget would be released on Friday, March 26, with a public meeting scheduled for March 30, 2021 at 2 p.m. in the Boardroom of Building F at the County Government Complex. He further noted limited in-person attendance, similar to current Board meeting criteria, as well as online options and viewing on Channels 48 and 1048. Mr. Stevens noted a budget public hearing scheduled for the April 13, 2021, Board meeting and discussion at the April 27 Business meeting with adoption of the FY22 budget slated for May 11.

Mr. Icenhour asked if Board members wanted to attend the public meeting to listen and observe, and would a formal meeting need to be announced if three Board members were present.

Mr. Stevens noted that could be handled with Mr. Kinsman and Ms. Teresa Fellows, Deputy Clerk to the Board of Supervisors.

Mr. Icenhour asked if the ability to listen would be available.

Mr. Stevens noted the ability would be addressed if Board members chose to do that.

I. CLOSED SESSION

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

At approximately 3:54 p.m., the Board entered Closed Session.

At approximately 4:09 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, Sadler

1. The consideration of the acquisition of a purchase of development rights easements on property along Cranstons Mill Pond Road, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

J. ADJOURNMENT

1. Adjourn until 5 pm on April 13, 2021 for the Regular Meeting

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

At approximately 4:09 p.m., Mr. Hipple adjourned the Board of Supervisors.


Deputy Clerk