

MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY OF JAMES CITY COUNTY
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD
3:00 PM, WEDNESDAY, MARCH 15, 2006**

1. CALL TO ORDER

Ms. Hartmann called the meeting to order at 3:05 PM.

2. ROLL CALL

A roll call identified the following members present:

Mr. Vincent A. Campana, Jr.
Mr. Matthew J. Diedzic
Ms. Virginia B. Hartmann
Mr. Bernard C. Ngo
Mr. Mark G. Rinaldi
Mr. Thomas G. Tingle

Also Present:

Mr. M. Anderson Bradshaw, BOS Liaison
Ms. Ellen Cook, Planner
Ms. Barbara Finke, Accountant
Mr. Jeremy Keeler, EDA Fiscal Agent
Ms. Marce Hunt Musser, EDA Recording Secretary
Mr. Leo P. Rogers, EDA General Counsel
Mr. Keith A. Taylor, EDA Secretary
Mr. Steven T. Yavorsky, Assistant Economic Development Director

Absent:

Mr. Alvin Bush

3. APPROVAL OF MINUTES

On a motion by Mr. Rinaldi and a second by Mr. Ngo the minutes from the January 19, 2006 Regular Meeting were approved as corrected by unanimous vote.

On a motion by Mr. Rinaldi and a second by Mr. Tingle the minutes from the February 21, 2006 Work Session were approved as corrected unanimous vote

4. PERSONNEL MATTERS

a. OED Staffing Vacancy

Mr. Taylor introduced Mr. Yavorsky as the new Assistant Economic Development Director, and asked Mr. Yavorsky to share a little about himself. Mr. Yavorsky is a graduate of James ^{Mason} University with a marketing degree, and previously worked as a Marketing Manager for the Virginia Gateway Region, a private, non-profit partnership in Petersburg. Before accepting his present position with James City County he worked as a Market Analyst for the Hanover County Economic Development Office.

Ms. Hartmann welcomed Mr. Yavorsky on behalf of the EDA. Mr. Taylor thanked Ms. Hartmann for representing the EDA on the interview panel for position candidates.

5. REPORTS

a. BOS Liaison

Mr. Bradshaw stated he emailed the BOS of the EDA's interest in a study of non residential use of rural lands and received enthusiastic response. After discussions with Staff it was decided that the non-residential study could begin as early as fall. The only concern is that it not interrupt or delay the current Residential Use of Rural Land Study.

b. Planning Commission Liaison

Mr. Rinaldi expressed concern, again, about not getting the Planning Commission Packets in a timely manner. Mr. Rogers said he would look into the matter and get back with the EDA.

Mr. Taylor informed the Directors that he and Mr. Yavorsky had been contacted by Mr. Don Davis, Principal Planner, of work to commence on the County's Comprehensive Plan Update. Mr. Jose Ribeiro, Planner, will be in charge of the Economics portion of the Plan.

c. Business Climate Task Force

Ms. Hartmann told the Directors of her presentation to the BOS requesting they establish the Business Climate Task Force. They did at their February 28 meeting.

Mr. Diedzic asked how the report was received. Mr. Bradshaw discussed a couple of concerns Supervisors had, summarizing them as cautious rather than negative. Ms. Hartmann and Mr. Taylor further disseminated the types of

questions asked by the BOS for the benefit of those who could not watch the televised version. There was some further discussion on funding and Task Force make up.

Mr. Taylor asked that suggestions for individuals to be appointed to the Business Climate Task Force be forwarded to Ms. Hartmann or himself for forwarding to the County Administrator, then the BOS.

d. Prepare and Profit Seminar

Ms. Margaret Tucker, James City County Fire Educator, contacted Ms. Hartmann Regarding an upcoming Prepare and Profit Seminar to educate businesses on how to prepare for and survive a disaster. The letter announcing the seminar is going out over the signatures of Sandy Wanner, County Administrator, Tal Luton, Fire Chief, Mr. Taylor and Ms. Hartmann.

Ms. Musser further explained the purpose and scope of the seminar, as she has been working with Ms. Tucker to secure business names and locations. Mr. Rinaldi asked if the seminar was only for James City County businesses. Ms. Musser stated that York County and New Kent County businesses were also being contacted through those counties' economic development offices and the Greater Williamsburg Chamber and Tourism Alliance.

Ms. Tucker also asked Ms. Hartmann if the EDA would be willing to cover the cost of mailing the announcement letter. After some discussion, Mr. Ngo made a motion that the EDA allot up to \$500 to cover mailing the seminar letter to businesses. Mr. Campana seconded the motion, which passed unanimously.

e. Technology Business Incubator

Mr. Diedzic stated that the management agreement and lease had been signed. Mr. Taylor stated the furniture and cubicles had arrived and were installed, and that the space should be completed in the next few days. A soft opening is planned the first week in April, with a formal open house sometime in May.

Mr. Diedzic shared what he knew about prospective incubator tenants, and the types of tenants presently in the Hampton Roads Technology Incubator System.

Mr. Rinaldi asked for an update on Discovery Center at Newtown. Mr. Taylor explained that Mr. Sandy Wanner, County Administrator, had in the past expressed his intention of locating Economic Development Staff in a building in Discovery Center, the research and development section of the Newtown development, considered ideal because of its proximity to the Incubator and William & Mary's Technology Business Center, the first building scheduled to go up in Discovery Center. A second, somewhat smaller building, being built by Mr. Marc Sharp, of Bush Development Corp., is slated to be the future OED location, along with the William & Mary Research Institute, Thomas Nelson's Technology

Training Classroom, and a yet to be announced technology business.

f. Stonehouse Rezoning Update

Mr. Taylor introduced Ms. Cook from James City County's Planning Department. Ms. Cook explained recent changes verses the 1999 original plan:

1) Proposed zoning changes from PUD Commercial to PUD Residential (about 100 acres)

2) Within the PUD there are some Land Bay proposed changes from Commercial to Residential

3) Overall reduction in the Commercial footprint from 3,779,000 square feet 3,379,000 square feet, a reduction of 400,000.

Presently Staff has asked for clarification on issues surrounding proposed changes, though the plan is presently in indefinite deferral status (in essence, tabled), and will have to go through all the planning stages (DMT review, public hearing, etc.) before having a chance of being approved.

Discussion followed, including whether or not the EDA can be proactive in offering its opinion on this project; and Ms. Cook answered Directors' questions regarding use designations, categories, by-right use, etc.

Mr. Tingle offered a suggestion that as part of the planning process/review process, the EDA choose how to weigh in on a project before it reaches the review process. Mr. Bradshaw suggested the best way to be prepared would be to concentrate on what the best use of the land (what kind of economic development) is before offering its opinion on any project.

Mr. Rinaldi reminded the Director's that Stonehouse LLC, the developer, could be invited by the EDA to interact with it. He suggested that the EDA's fiscal impact model could be used to test different development scenarios to see what uses appear to be the most advantageous. Ms. Hartmann suggested this be the topic of a future work session. Mr. Taylor said he would have Mr. Yavorsky get with Ms. Cook to investigate input material, then get with Ms. Musser to come up with a plan for presentation at a future EDA Work Session.

6. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

a. Finances Committee

Mr. Taylor stated that Mr. Diedzic, Mr. Ngo, he and Ms. Musser will prepare a draft of a proposed EDA Operating Budget for fiscal year 2007 for the EDA's review and approval.

b. Michelob ULTRA Open at Kingsmill

Mr. Taylor stated the tournament invitation list has been prepared. He asked that any names the Director's wish to put for be communicated to them immediately. He also asked that Directors volunteer for the time they wish to host its skybox, in addition to giving the EDA details on this year's tournament.

c. IAMC Fall Conference

The Industrial Asset Management Council has scheduled its fall meeting of 2006 in Williamsburg. 300-350 registrants are expected. Mr. Taylor announced that the Hampton Roads Economic Development Alliance will host a reception and dinner party for a targeted group of attendees (approximately 30 guests).


In addition Mr. Taylor is trying to assist the IAMC in finding a sponsor for a reception and dinner at Jamestown Settlement. Mr. Diedzic asked that Mr. Taylor email a description of the IAMC, including its role and purpose, to the Directors.

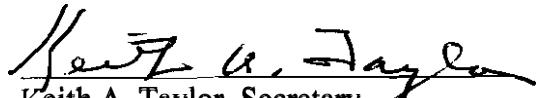
7. **FINANCIAL REPORTS**

Ms. Finke introduced Mr. Keeler, the EDA's new fiscal agent, and presented the Treasurer's and Financial Reports for January-February 2006. There was no discussion. On a motion made by Mr. Rinaldi and seconded by Mr. Ngo, the reports were accepted unanimously.

8. **ADJOURNMENT**

There being no further business, Ms. Hartmann entertained a motion from Mr. Tingle to adjourn, which passed unanimously. The meeting was adjourned at 4:45 PM


Virginia B. Hartmann, Chair


Keith A. Taylor, Secretary