

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road Williamsburg, VA 23185

September 8, 2016
8:00 AM

A. CALL TO ORDER

The meeting was called to order at 8:30 a.m. when a quorum was established.

B. ROLL CALL

Paul W. Gerhardt
Tim G. Harris
Stephen H. Montgomery - **Absent**
Christopher J. Odle - **Absent**
Marshall N. Warner - **Absent**
Robin D. Carson, Vice Chairman
Thomas G. Tingle, Chairman

Ruth M. Larson, BOS Liaison
Stephanie Lahr, EDA Fiscal Agent
Maxwell Hlavin, EDA Legal Counsel
Russell C. Seymour, EDA Secretary and OED Director
Kate Sipes, OED Assistant Director

C. APPROVAL OF MINUTES

1. Minutes Adoption - August 11, 2016, Regular Meeting

A motion to Approve was made by Mr. Harris, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Carson, Gerhardt, Harris, Tingle
Absent: Montgomery, Odle, Warner

D. FINANCIAL REPORTS

1. August Financial Reports

A motion to Approve was made by Mr. Gerhardt, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Carson, Gerhardt, Harris, Tingle
Absent: Montgomery, Odle, Warner

E. CLOSED SESSION

F. NEW BUSINESS

1. Funding Resolution for the Greater Williamsburg Partnership (GWP)

A motion to Approve was made by Mr. Gerhardt, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle

Absent: Montgomery, Odle, Warner

Mr. Tingle stated that this item ratifies the process for funding and staffing the GWP Board.

Mr. Hlavin stated that the resolution officially gives the Authority the ability to transfer the Incubator over to GWP as well.

2. Proposed Zoning Ordinance Permitting Mobile Food Vending Vehicles (Food Trucks)

A motion to Authorize was made by Ms. Carson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle

Absent: Montgomery, Odle, Warner

Ms. Sipes addressed the Authority, giving an overview of the memorandum included in the Agenda Packet. She stated that the two points the Authority should include in a letter of support would be that the Authority supports food truck operation in the County and that the ordinance should be expanded to include the B-1 zoning classification as well.

Mr. Tingle highlighted the relationship between breweries and food trucks in York County. In his mind, he believes that food trucks should be able to operate in the B-1 district alongside micro-breweries.

Mr. Hlavin explained that State Code only allows amendments to zoning ordinances if an initiating resolution has passed by motion of the Planning Commission or the Board of Supervisors. It is a protection of the political process and zoning ordinances from influence from an outside source or from rogue staff members. Because of this protection, staff can only act on the Planning Commission or the Board of Supervisors directives.

General discussion ensued about the progression of the food truck ordinance for M-1, M-2, PUD-C and PL and the progression of a food truck ordinance for B-1.

Ms. Carson made a motion to Authorize the Chairman to sign a letter of support for the food truck ordinance and the inclusion of the B-1 zoning district as well; and to get that letter of support in the hands of the Policy Committee, Planning Commission, and the Board of Supervisors.

Ms. Larson left the meeting due to a previous engagement.

G. OLD BUSINESS

1. EDA Revenue Bond Issuance for the Benefit of Virginia United Methodist Homes of Williamsburg, Inc. (dba WindsorMeade)

A motion to Approve was made by Ms. Carson, the motion result was Passed.

AYES: 3 NAYS: 0 ABSTAIN: 1 ABSENT: 3

Ayes: Carson, Harris, Tingle

Abstain: Gerhardt

Absent: Montgomery, Odle, Warner

Mr. Gerhardt stated that he serves as general counsel to Williamsburg Landing, a competitor of WindsorMeade and as such would be abstaining from the vote.

Mr. Dave Richardson, from McGuire Woods, LLC and bond counsel for WindsorMeade addressed the Authority and introduced Mr. Chris Henderson, President and CEO of Virginia United Methodist Homes of Williamsburg, Inc. He stated that this is the same issue that was brought last month as a public hearing. The bond documents have been included in the packet for the Authority's approval.

The Authority did not have any questions for bond counsel.

2. EDA/BOS Joint Work Session Discussion

Mr. Tingle stated that a draft presentation had been previously circulated by Mr. Seymour for comments and suggestions.

Mr. Harris stated that he believes it is important to tie the presentation to the directives from the Board at the Joint Work Session last year. That should be where the presentation starts and then move into the activities currently moving forward.

Discussion ensued concerning the flow of information in the presentation. It was recommended that the presentation itself be limited to 15 minutes and reserve the rest of the time for dialogue with the Board. The Authority continued to move through the presentation slide by slide to discuss revisions and content.

Mr. Tingle stated that the Authority should be leading this presentation and discussion with the Board. He asked that the final draft of the presentation be circulated to the Authority prior to being included in the Board of Supervisors Agenda Packet.

At 9:35 a.m., Mr. Harris left the meeting due to a previous engagement.

As part of the upcoming discussion with the Board, it was recommended to highlight that there is a state system in place that ranks available sites in a tiered system whereas County policy is to only develop sites for specific purposes once the development has been identified. There is a disconnect between the state system and County policy. A conversation needs to be had about how far development can go in order to attract a prospect without having a specific development plan.

The question was raised if that discussion should be held until the Timmons Study is finished and our available property is ranked according to the tiered system that the state uses. General consensus was that the discussion should wait until the study results are complete.

H. LIAISON REPORTS

1. Board of Supervisors Liaison - None
2. Greater Williamsburg Chamber & Tourism Alliance - None
3. Planning Commission - None
4. Launchpad - None
5. Greater Williamsburg Partnership - None
6. RAISE Advisory Committee - None
7. JRCC Architectural Review Board - None
8. Real Estate Holdings

Ms. Sipes gave a brief update on the Marina building process. She stated that final site plan approval will hopefully happen by the end of September. Once the site plan is approved, then we can go out to bid. Hopefully the Authority will have a contract award for approval by the end of October.

Mr. Hlavin stated that a lease between the EDA and Billsburg for the building can be finalized once the site plan is approved and staff has an idea of the cost. Ideally, the Authority will have a lease to act on at the October meeting prior to awarding a construction contract.

Ms. Sipes stated that there will potentially be a special meeting called the end of October to award the construction contract.

9. Finance - None

10. Strategic Planning Advisory Group

Ms. Carson stated that on Monday, September 12 at 2 p.m. and 6 p.m., there will be a Strategic Plan Open House for the public to see and comment on the draft strategic plan. She asked that some of the Authority members try to come by and see the plan and give their input.

After the public meetings, the Plan will go to the Board in October.

I. DIRECTOR'S REPORT

1. September Director's Report

Mr. Seymour addressed the Authority giving an overview of the Director's report included in the Agenda Packet.

J. ADJOURNMENT

1. Adjourn until 8 a.m. on October 13, 2016

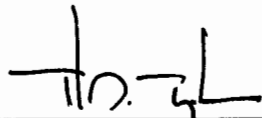
A motion to Adjourn was made by Mr. Gerhardt, the motion result was Passed.

AYES: 3 NAYS: 0 ABSTAIN: 0 ABSENT: 4

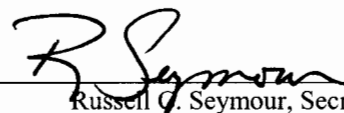
Ayes: Carson, Gerhardt, Harris, Tingle

Absent: Harris, Montgomery, Odle, Warner

At 9:52 a.m., Mr. Tingle adjourned the Authority.



Thomas Tingle, Chair



Russell C. Seymour, Secretary