

**MINUTES  
REAL ESTATE HOLDINGS COMMITTEE  
OF THE  
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING**

**Office of Economic Development Conference Room  
101-D Mounts Bay Road, Williamsburg, VA 23188  
September 11, 2017  
3:30 PM**

**ADOPTED  
OCT 03 2017**

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**A. CALL TO ORDER**

**B. ROLL CALL**

Robin Carson  
Paul Gerhardt  
Christopher Odle, Chairman

Also Present:

Amy Jordan, EDA Secretary  
Teresa Fellows, EDA Recording Secretary  
Kate Sipes, Assistant Director, Office of Economic Development

**C. APPROVAL OF MINUTES FROM JULY 11, 2017**

A motion to Approve was made by Mr. Gerhardt and the motion result was Passed.  
AYES: 3 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Gerhardt, Odle, Carson

Ms. Jordan stated that she and Mr. Tingle, Chair of Economic Development Authority (EDA), met with Mr. Hill, County Administrator, the previous Friday. The direction given at that meeting was to continue moving ahead with both of the items listed on the Agenda.

Mr. Tingle asked if consideration should be given to the other parts of the Jamestown Beach and Event Park.

Mr. Hill stated that while there might be some master planning efforts, the EDA's interest and focus should remain on the Marina side and the parcel in which they control.

**D. JAMES RIVER COMMERCE CENTER EDA PARCEL - DISCUSS PROPOSALS FOR USACOE PERMIT AND MAKE RECOMMENDATIONS**

Ms. Sipes stated that at the July 2017 meeting the EDA discussed the next steps needed to prepare the EDA-owned parcel in the James River Commerce Center (JRCC) for construction of the approved shell building. Staff has requested cost estimates from two firms, on the County's Annual Services Contract, for the wetland permitting required before local land disturbing and building permits can be obtained. Both estimates are very similar cost wise, but the scope of one is better than the other.

Stantec provided an estimate of \$9,767 which includes reconfirmation of the wetland determination (expiring November 2017), the application for a general permit from the Army Corps of Engineers, an application for the Virginia wetlands permits from the Virginia Department of Environmental Quality (DEQ), a Stormwater Pollution Prevention Plan and DEQ registration and Construction General Permit.

Vanasse Hangen Brustlin, Inc. (VHB) provided a proposal for a larger scope of work in 2016. Staff followed-up requesting an updated price for Task 2.1 only; VHB confirmed that the price was unchanged. Task 2.1 is estimated at \$9,460, which includes an extension request of the existing wetland determination and the application for a general permit from the Army Corps of Engineers. However, this does not include the application for the Virginia wetlands permit from DEQ, a Stormwater Pollution Prevention Plan or DEQ registration and Construction General Permit, which are required before construction can commence.

Ms. Sipes stated that the Committee should decide on which proposal to recommend to the EDA for approval. Funds are allocated in the JRCC Property line item in the EDA budget to cover the cost.

General discussion ensued regarding the cost estimates and how they compare.

The general consensus was to recommend to the EDA to authorize Stantec to perform the work listed in the scope and authorize the payment from the JRCC Property Expense.

The extension of fiber was also discussed as a considerable concern for attracting advanced manufacturing to the JRCC.

Ms. Jordan gave an update on staff's efforts to get access to the fiber for the industrial parks in the lower end of the County.

#### **E. MARINA PROPERTY - BILLSBURG OPENING AND NEXT STEPS**

Ms. Sipes gave a brief update on the final steps of the Billsburg project. She stated that the Virginia Tourism Commission will be onsite September 28, 2017, to present Billsburg with the grant check with the Secretary of Commerce and Trade Todd Haymore also in attendance. Ms. Sipes also noted that the entrance sign to the Marina has been replaced and now includes the Billsburg Brewery logo.

Ms. Jordan stated that she met with staff, specifically Mr. Paul Holt, Ms. Grace Boone and Mr. John Carnifax, to discuss the next steps out at the Marina. She stated that there might need to be an amendment to the Master Plan at some point, but that the Planning Division would take the lead. She stated that one item discussed was the possibility of conducting a new market study on the area and recommended starting with the market study.

Mr. Odle stated that he was under the impression that all that was really wanted out there was some type of restaurant and to create a sense of place for there to be some synergy with the boats that go out and come back in. He is not sure that a market study is completely necessary given that direction.

Ms. Sipes questioned if the purpose of the study would be to determine the scale that could be supported by the offerings at the Marina not so much the uses, because staff and the EDA already know what uses they are willing to see out there.

Ms. Jordan stated yes. She stated that in her discussion with the other attractions in the area, there have been questions about what hospitality will be offered at the Marina. Workers at the historical sites are anxious to have another dining option in the area for lunch. She further stated that a market study could bring validity to the plans that this committee has been discussing. She recommended including Mr. Holt, Ms. Boone and Mr. Carnifax at the next meeting so that all of the players are at the table.

General discussion ensued about doing a revised market study and the area that would be covered. Many things have changed in the area in the last decade since the Master Plan was done. Craft breweries were not even a thing yet, so the market and demographics have changed in the area.

General discussion ensued regarding the type of restaurant that would be ideal for the property and would take advantage of the water view. Several marina type restaurants on the Peninsula were mentioned as examples and possibilities.

The consensus was to meet with the other staff members at the next Committee meeting and develop the narrative, of what is there and what we would like to see, for a revised market study.

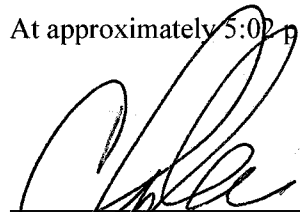
**F. ADJOURNMENT**

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

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

Ayes: Carson, Gerhardt, Odle

At approximately 5:02 p.m., Mr. Odle adjourned the Committee.



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Christopher Odle, Committee Chair



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Teresa Fellows, Recording Secretary