

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**  
**August 9, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

At 4 p.m., Vice Chair Bledsoe called the meeting to order.

**B. ROLL CALL**

Robin Carson  
Thomas Tingle  
Michael Maddocks  
Carlton Stockton  
William Turner  
Christopher Odle (arrived late)  
Robin Bledsoe, Vice Chair

*Also Attending:*

Maxwell Hlavin, EDA Legal Counsel  
Amy Jordan, EDA Secretary  
Stephanie Lahr, EDA Fiscal Agent  
Teresa Fellows, EDA Recording Secretary  
Kate Sipes, Assistant Director of Economic Development  
William Porter, Interim County Administrator  
Christopher Johnson, Ombudsman  
Michael Hipple, Board of Supervisors Representative

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - July 12, 2018 Meeting

A motion to Approve was made by Robin Carson, the motion result was Passed. AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Bledsoe  
Absent: Odle

**D. FINANCIAL REPORTS**

1. July 2018 Financial Reports

A motion to Approve was made by Robin Carson, the motion result was Passed. AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Bledsoe  
Absent: Odle

Ms. Lahr gave an overview of the financial reports included in the Agenda Packet.

Mr. Turner asked what is the primary source of funding for the Authority.

Ms. Lahr stated that bond fee revenue and revenue from the Marina property are the primary sources of funding. If there are large projects that the Authority wants to engage in, then the Authority can ask the Board of Supervisors for additional funding for those projects.

Mr. Tingle recommended that the new Directors be given a copy of the most recent audit report.

**E. CLOSED SESSION**

**F. NEW BUSINESS**

Mr. Odle arrived to the meeting at 4:07 p.m.

1. Election of Officers

Mr. Stockton asked what the expectations were for the Chair.

Mr. Porter stated that there are no specific requirements for the Chair or specific skill sets other than to lead the Authority and work with staff.

A motion to Appoint Robin Bledsoe as Chairman was made by Christopher Odle, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Odle, Bledsoe

A motion to Appoint Christopher Odle as Vice Chairman was made by Robin Bledsoe, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Odle, Bledsoe

2. Resolutions of Appreciation

Staff noted that amended versions of the Resolutions of Appreciation had been distributed to the Authority earlier in the day, in advance of the meeting.

A motion to Approve as Amended was made by Robin Carson, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Odle, Bledsoe

3. Presentation from Ombudsman

Mr. Johnson addressed the Authority giving a presentation on the Expedited Review Guidelines (ERG) that were included in the Agenda Packet. He noted that the ERG was an administrative review process typically utilized by the County as an incentive and almost exclusively reserved for industrial projects in Greenmount Industrial Park, Stonehouse Commerce Park, James River Commerce Center and major expansions at the Anheuser-Busch Brewery. He noted that in the past 20 years, 19 projects had been granted ERG status. He

also clarified that projects that are legislative applications, which require advertised public hearings by the Planning Commission and Board of Supervisors, are not eligible for ERG status.

General discussion ensued regarding the types of projects that typically qualify for ERG status. It was noted that ERG projects are typically industrial, not retail or residential. It was also noted that the size of the project, job creation and tax revenue generated are all potential factors effecting the decision, by County Administration, on whether or not to grant ERG status. The question was raised about including Class A office space and professional services as potential projects because of the fiscal impact and betterment of the community.

Discussion also ensued regarding how the County compares with other localities and their expedited review process. County staff levels were also discussed in relation to ERG projects and how ERG status affects the workflow and processes in Community Development. It was noted that the ERG process also involves several outside agencies, such as the Virginia Department of Transportation, which the County has no control over.

Ms. Bledsoe stated that perhaps the Real Estate Committee could continue to delve into this issue, see if there are other types of projects that should be considered and look into data comparisons with other localities.

Mr. Odle stated that the parameters need to be clearly laid out, so that if a developer comes in and asked for ERG status, they can be handed the parameters and guidelines so that they can see what projects qualify.

4. Proposals for James River Commerce Center Shell Building Site

Ms. Sipes stated that at recent meetings, the EDA Real Estate Committee had discussed possible next steps for preparing EDA-owned property for development. The approved site plan for the shell building shows a building approximately 81,000 square feet in size, with room to expand. In order to more effectively market the site for a potentially larger building, the committee directed staff to develop conceptual plans showing possible site layouts for larger buildings. Staff prepared a Request for Proposal (RFP) for conceptual site layouts for three possible future uses. The RFP and the three proposals received were included in the Agenda Packet.

Mr. Odle stated that he reviewed all three proposals, and in his expertise, he would recommend going with the Vanasse Hangen Brustlin, Inc. (VHB) proposal.

Ms. Jordan clarified that the funds will be coming from the site readiness fund put aside by the Board and will not come directly out of the Authority's budget.

A motion to Authorize the Proposal from VHB was made by Michael Maddocks, the motion result was Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Odle, Bledsoe

5. Joint Work Session Discussion

Ms. Jordan stated that the Joint Work Session with the Board of Supervisors is scheduled for September 25. The direction that she has received from County Administration is that the Chair of the Authority would be giving the presentation, rather than staff. She stated that the beginning of the Joint Work Session should include the work that the Authority is currently focusing on with site readiness and then the later half of the work session could focus on some of the regional initiatives.

Ms. Bledsoe asked Mr. Hipple for any input on what the Board would like to see from the Authority at the work session.

Mr. Hipple stated that the Board wants to know where the Authority is going, how do they plan to get there, what are the deliverables and the metrics to measure success, what do you need from the Board to accomplish those plans, what infrastructure needs do we have that we need to concentrate on so that the following year when the Authority comes back you will be able to see those metrics and successes.

Ms. Bledsoe asked for a copy of last year's presentation be sent to her, so that she can see what the Authority said it would do last year.

General discussion ensued about the infrastructure needs in the lower portion of the County where James River Commerce Center is located.

Discussion also ensued regarding the Authority's desire to have a more robust dialogue with the Board. The Authority wants to hear feedback and receive guidance. Mr. Hipple stated that he would make that known to the other Board members in advance of the work session.

**G. OLD BUSINESS**

**H. LIAISON REPORTS**

1. BOS Liaison

Mr. Hipple expressed his gratitude for all of the hard work and time given by the members of the Authority.

2. Greater Williamsburg Chamber & Tourism Alliance

No update at this time. Due to the fluctuations with the Chamber and the new Tourism fund, it was determined that it would be best to wait on making a new appointment to this group.

3. Planning Commission

No update.

4. Greater Williamsburg Partnership (GWP)

No update.

5. JRCC Architectural Review Board

No update.

7. Finance

No update.

8. Real Estate Holdings Committee

Mr. Odle stated that at the last meeting, the discussion was about getting proposals for the various types of buildings that could be built. That discussion lead to the action taken earlier to authorize the proposal from VHB. He also questioned if the committee will meet with Parks and Recreation staff to have some input on the work done at the marina.

**I. DIRECTOR'S REPORT**

1. August Director's Report


Ms. Jordan gave an overview of the Director's Report included in the Agenda Packet.

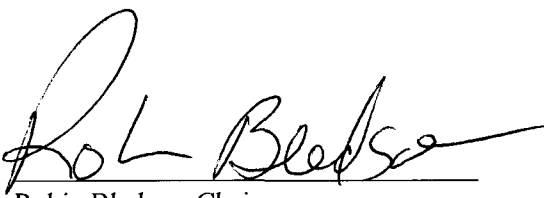
**J. ADJOURNMENT**

1. Adjourn until 4 p.m. on September 13, 2018 for the Regular Meeting

A motion to Adjourn was made by Michael Maddocks, the motion result was Passed. AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Carson, Tingle, Maddocks, Stockton, Turner, Odle, Bledsoe

At 5:57 p.m., Ms. Bledsoe adjourned the Authority.

  
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Amy Jordan, Secretary

  
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Robin Bledsoe, Chair