

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
FEBRUARY 2, 2011 - 6:00 p.m.

1. ROLL CALL
2. CLOSED SESSION
 - A. Consideration of the Appointments of Individuals to County Boards and/or Commissions, Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (Discussion Of Candidates for Planning Commission Chair, Vice-Chair, and Commission Committees)
3. ANNUAL ORGANIZATIONAL MEETING
 - A. Election of Officers
 - B. Committee Appointments
4. PUBLIC COMMENT
5. MINUTES
 - A. January 5, 2011 Regular Meeting
6. COMMITTEE / COMMISSION REPORTS
 - A. Development Review Committee (DRC)
 - B. Policy Committee
 - C. Regional Issues Committee / Other Commission Reports
7. PLANNING COMMISSION CONSIDERATIONS
 - A. 2010 Planning Commission Annual Report
8. PUBLIC HEARING CASES
 - A. Z-0002-2010 / MP-0001-2010 / SUP-0029-2010 The Williamsburg Pottery – Staff requests deferral
 - B. AFD-2-86-2-2010 Hankins Property Croaker AFD Addition
 - C. SUP-0031-2010 Chickahominy Road Manufactured Home
 - D. SUP-0032-2010 D.J. Montague Elementary School Parking Lot Expansion
 - E. Review of FY12 Capital Improvements Program
9. PLANNING DIRECTOR'S REPORT
10. COMMISSION DISCUSSIONS AND REQUESTS
11. ADJOURNMENT

A REGULAR MEETING OF THE PLANNING COMMISSION OF THE COUNTY OF JAMES CITY, VIRGINIA, WAS HELD ON THE FIFTH DAY OF JANUARY, TWO-THOUSAND ELEVEN, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-F MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

Planning Commissioners

Present:

Joe Poole
Jack Fraley
Mike Maddocks
Al Woods
Rich Krapf
Tim O'Connor
Reese Peck

Staff Present:

Allen Murphy, Director of Planning/
Assistant Development Manager
Adam Kinsman, Deputy County Attorney
Chris Johnson, Principal Planner
Jason Purse, Senior Planner
Leanne Reidenbach, Senior Planner
Luke Vinciguerra, Planner
Jennifer VanDyke, Administrative Services Coordinator

Mr. Reese Peck called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENT

Mr. Peck opened the public comment period.

Seeing no one wanting to speak, Mr. Peck closed the public comment period.

3. MINUTES – DECEMBER 1, 2010

Mr. Joe Poole moved for approval of the minutes with corrections.

In a unanimous voice vote, the minutes were approved (7-0).

4. COMMITTEE AND COMMISSION REPORTS

A. Development Review Committee (DRC)

Mr. Rich Krapf stated the December meeting of the Development Review Committee (DRC) was held on December 29th at 4:00 pm. Mr. Jack Fraley, Mr. Mike Maddocks, Mr. Poole and Mr. Krapf were present. The DRC discussed SP-0013-2010, Action Park of Williamsburg Side Yard Setback Modification. Go Karts Plus is an existing outdoor amusement center located on an 8.1 acre property on Richmond Road. It is comprised of two contiguous parcels under the same ownership but separated by a common property line. The applicant wishes to construct a 720 square foot storage building and relocate an existing 100 square foot dumpster at the northeast corner of the southern parcel. Both structures will be located ten feet from the rear property line. Additionally, the proposed storage building will be located four feet away from the side of the common property line. Section 24-394(b) of the Zoning Ordinance states that accessory structures must be located at least ten feet from any side or rear lot line. However, the

applicant requested a waiver to modify side-yard setback requirements as permitted by Section 24-395 of the Zoning Ordinance. The applicant also requested a landscape modification to allow the placement of the proposed storage building and dumpster five feet within the required 15 foot landscape area. CSX railroad tracks are located immediately east of one property line and the contiguous parcel shares the other property line. The DRC voted (4-0) to approve both reducing the ten foot side yard setback to four feet and the landscape modification request, subject to agency comments.

The DRC then discussed S-0028-2010, Colonial Heritage Phase 4, Section 2. The Zoning Ordinance requires DRC review of developments consisting of 50 or more units. This section consists of 138 units which will be added to the 216 units in Section 1 of this Phase 4 project. The DRC discussion centered on stormwater controls and the impact on the property's steep slopes (consisting of 25 degrees or more). Representatives from AES and the Environmental Division were present to discuss these elements in relation to the Chesapeake Bay Act and other applicable ordinances. Staff also advised that this stormwater plan has been reviewed by the Chesapeake Bay Board. The DRC voted (4-0) to grant preliminary approval to the subdivision construction plan subject to agency comments.

B. Policy Committee Report

Mr. Jack Fraley stated the Policy Committee cancelled one meeting this month due to inclement weather. The Policy Committee met prior to the Planning Commission meeting for a telephone conference with the consultants working on the Transfer of Development Rights (TDR) Feasibility Study. All Planning Commissioners were present, with the exception of Mr. Poole. The next Policy Committee meeting is scheduled for January 6th at 6:00 p.m. in building A, large conference room. The Committee will meet with the Wireless Communications consultant responsible for working on the Ordinance review. The Committee will complete the Capital Improvement Program (CIP) recommendations. Which will then be forwarded to the Board of Supervisors (BOS). The Committee will also finalize the Planning Commission Annual Report. Future Policy Committee meetings are scheduled for January 24th, 25th, and 31st and February 3rd, 7th, 10th and 24th.

C. Other Committee/Commission Reports

There were no other reports.

5. PUBLIC HEARING CASES

A. Z-0010-2010/MP-0001-2010/SUP-0029-2010 The Williamsburg Pottery

Mr. Chris Johnson stated that the applicant wishes to amend the proffers, Master Plan (MP) and Special Use Permit (SUP) approved in May 2007 for the project that was then known as the Promenade at the Williamsburg Pottery Factory. The proposal includes relocating one of the two main signalized entrances, reconfiguring the associated traffic improvements, and increasing the size of the project from 161,000 to 188,000 square feet. Staff has not received

comments or a recommendation on the proposed amendments to the master plan from the Virginia Department of Transportation (VDOT). The applicant has kept staff apprised of ongoing discussions with VDOT officials. The applicant anticipates receiving a recommendation within the next few weeks. In the absence of VDOT comments, staff recommends consideration of this project be deferred until the February Planning Commission. The applicant agrees with staff's deferral request.

Mr. Peck opened the public hearing.

Seeing that no one wanted to speak on this case, Mr. Peck closed the public hearing.

Mr. Peck asked the Commissioners if anyone objected to the deferral request.

Seeing no objection, Mr. Peck stated the hearing will be continued to the February Planning Commission meeting.

B. AFD-2-86-2-2010 Hankins Property Croaker AFD Addition

Mr. Jason Purse stated the applicant has requested a deferral until the February Planning Commission meeting to allow further discussion of the property. Staff concurs with this request.

Mr. Peck opened the public hearing.

Mr. Peck asked the Commissioners if anyone objected to the deferral request.

Seeing no objection, Mr. Peck stated the hearing will be continued to the February Planning Commission meeting.

C. SUP-0028-2010/HW-0004-2010 Busch Gardens – New Attraction Oktoberfest

Ms. Leanne Reidenbach stated Mr. Ronnie Orsborne of VHB-LandMark has applied on behalf of Sea World Parks and Entertainment to permit a new attraction in the Germany area of Busch Gardens. The attraction would be located in the same place as the Big Bad Wolf roller coaster, which was removed last year. The attraction consists of a 26,000 square foot event building, a locker room expansion and an elevated themed bridge. The attraction will not exceed 95 feet above existing grade; existing grade is estimated at 55 feet above sea level. The property is currently zoned M-1, Limited Business Industrial and is designated Limited Industry on the 2009 Comprehensive Plan. A Height Waiver (HW) is required because the project exceeds the permitted 60 foot height imposed by the M-1 zoning district. A SUP is required because the event building exceeds 10,000 square feet. The park is adjacent to the Kingsmill residential community, the nearest home is more than 1,700 feet away. The applicant conducted a balloon test on December 8, 2010 to evaluate visual impacts. The balloons were flown at the proposed height for both the event building and the themed bridge. Balloons were only visible from within Busch Gardens and could not be seen from inside Kingsmill or any adjacent roadways. The event building is set down in a topographical low area in order to minimize visual impacts and the majority of the attraction is located inside the event building in order to minimize noise.

The applicant also conducted a noise study which indicated that noise levels would not exceed 52 decibels outside the park boundaries. An average conversation is about 60 decibels. The attraction also runs through a Resource Protection Area (RPA). The applicant has proposed reusing existing support structures that were left from the Big Bad Wolf roller coaster to minimize any impacts to the RPA. Planning staff has reviewed the application and finds that it is consistent with the Zoning Ordinance, Comprehensive Plan and adjacent development. Staff recommends that the Planning Commission approve this SUP subject to the conditions included in staff's report. The Board of Supervisors (BOS) will consider the SUP and HW application jointly.

Mr. Peck opened the public hearing.

Mr. Larry Giles, representing Busch Gardens, spoke.

Mr. Poole asked the applicant if he was comfortable accepting the terms of the eight conditions brought forward in staff's report.

Mr. Giles stated yes.

Mr. Fraley stated that there was a meeting held with Kingsmill residents. He asked the applicant for more details.

Mr. Giles stated an invitation was emailed to Kingsmill residents for a meeting on December 28, 2010. Twelve Kingsmill residents attended. A presentation was made highlighting the same details offered in staff's report. The presentation discussed what the ride does and the anticipated impacts on surrounding areas.

Mr. Neil Delorenzo, 101 Jefferson's Hundred, spoke. Mr. Delorenzo represents a group of neighbors that live on Warhams Pond Road and Jeffersons Hundred. He did not attend the December 22, 2010 meeting, though he did watch the balloon test. Mr. Delorenzo and his neighbors are concerned with noise. There were tremendous problems with noise while the Big Bad Wolf roller coaster was running. Mr. Delorenzo wanted to know how the noise study determined 50 decibels as the estimated noise impacts.

Mr. George Callas, 101 John Browning, spoke. He seconds Mr. Delorenzo's concerns that there is a lot of noise generated at the park, especially from concerts, fireworks and the train signal. He asked what assurances residents will have that the noise levels will not exceed 52 decibels and what corrective actions would be taken if the noise is above this level.

Mr. Peck asked for more information on the noise study.

Mr. Giles stated that the sound study was completed by Navcon Engineering. They sampled different levels of sound from park attractions. They modeled the terrain of the park to see how far sounds will travel. Based on the consultant's study, 52 decibels of noise are transmitted from just this ride to the nearest point in Kingsmill.

Mr. Fraley asked if this is an average or maximum.

Mr. Giles stated that this is the maximum. The average is much lower. The old ride, the Big Bad Wolf, was completely outside and had roll-backs (which click loudly on the lifts). This ride will be very different by comparison. The ride will be primarily inside, and it will be very low to the ground. There will be no lifts. They did follow the old path of the Big Bad Wolf on the way back to the station. This will be much quieter than the Big Bad Wolf.

Mr. Fraley stated he will support this proposal. He is comfortable with the results of the sound study. He stated any added boost in revenue for the County will be welcomed.

Mr. Poole stated he is mindful of the concerns brought forward by the neighboring residents, though in his estimation those concerns have been sufficiently addressed. The applicant's topographical studies have proven to be successful at reducing visual intrusion and sound concerns.

Mr. Poole moved to recommend approval.

In a unanimous roll call vote, the Commission recommended approval (7-0).

D. AFD-11-86-3-2010 Shields Point – Yarmouth Island AFD Addition

Mr. Luke Vinciguerra stated Mr. Hunter Vermillion has applied to enroll 124.49 acres of property located at 2150, 2260, 2312, & 2190 Bush Neck Road into the Yarmouth Island Agricultural and Forestal District (AFD). The properties are zoned A-1 and are designated Rural Lands and Conservation Area. The parcels are undeveloped except for a single residential structure on one of the properties. All the parcels are contiguous to other properties in the Yarmouth Island AFD. The current size of the AFD is 2,031 acres. The AFD Advisory Committee recommended approval of the application by a vote of (8-0). Staff recommends that the Planning Commission recommend approval of the addition to the BOS.

Mr. Peck opened the public hearing.

Seeing that no one wanted to speak on this case, Mr. Peck closed the public hearing.

Mr. Poole moved to recommend approval.

In a unanimous roll call vote, the Commission recommended approval (7-0).

E. AFD-11-86-2-2010 Jolly Pond Road – Yarmouth Island AFD Addition

Mr. Vinciguerra stated Mr. James H. Richardson has applied to enroll a ten acre property located at 1975 Jolly Pond Road into the Yarmouth Island AFD. The property is zoned A-1 and is designated Rural Lands. The parcel is entirely wooded and contains no structures. The applicant owns multiple contiguous properties adjacent to the subject property; they are already included in the Yarmouth Island AFD. The AFD Advisory Committee recommended approval

of the application by a vote of (6-2; 2 abstained). Staff recommends that the Planning Commission recommend approval of the addition to the BOS. The current size of this AFD is 2,031 acres.

Mr. Poole asked if the AFD Advisory Committee voters that abstained did so because of ownership.

Mr. Vinciguerra stated yes.

Mr. Poole stated that the report from this committee listed only the last name of the individual. It would be helpful to have first names included.

Mr. Fraley stated he agrees with Mr. Poole regarding the usefulness of first names. In reading the minutes from the AFD Advisory Meeting it appears that all the owners of the property have not yet signed the application.

Mr. Vinciguerra stated that James H. Richardson signed the application. Our records show that Mr. James Richardson owns the property, but it is also in a holdings company/estate. Mr. Richardson has not been able to prove yet that he has the authority to sign for all the property owners. Staff is working with the County Attorney to address this issue. It will have to be resolved before the case goes to the BOS.

Mr. Fraley asked Mr. Adam Kinsman if it is wise for the Planning Commission to act on this prior to clarification.

Mr. Kinsman stated there was a valid application before the Commission. It may change and there may be a couple of owners added. It would be fine for the Planning Commission to vote on the application this evening. Any ownership issues will be clarified before the application is forwarded to the BOS for final approval.

Mr. Peck opened the public hearing.

Seeing that no one wanted to speak on the case, Mr. Peck closed the public hearing.

Mr. Al Woods asked if the motion should be in the form of "subject to proper owner consent."

Mr. Kinsman stated that that would be fine.

Mr. Woods moved to recommend approval subject to proper ownership consent.

In a unanimous roll call vote, the Commission recommended approval (7-0).

F. AFD-9-86-4-2010 Centerville Road – Gordon Creek AFD Addition

Mr. Vinciguerra stated Mr. James H. Richardson has applied to enroll two properties, totaling 60 acres of land located at 4130 & 4176 Centerville Road into the Gordon Creek AFD. The properties are zoned A-1 and are significantly wooded and contain few structures. The Comprehensive Plan designates the properties as low density residential and a small portion of the property at 4176 Centerville Road is designated moderate density residential. The AFD Advisory Committee recommended approval of the application by a vote of (6-0; 2 abstained). Staff recommends that the Planning Commission recommend approval of the addition to the Gordon Creek AFD to the BOS. The current size of the AFD is 3,203 acres.

Mr. Peck opened the public hearing.

Mr. Krapf moved to recommend approval, subject to obtaining all the proper signatures.

In a unanimous roll call vote, the Commission recommended approval subject to obtaining all the proper signatures (7-0).

6. PLANNING DIRECTOR'S REPORT

Mr. Murphy reminded the Planning Commission and members of the public that there will be additional Policy Committee meetings. The Policy Committee will discuss commercial districts on January 24th, development standards on the 25th, and cumulative impact modeling on the 31st.

Mr. Peck stated that on the new cases information sheet there is a project on Monticello Avenue. The applicant proposes an eight-bay tire center. He asked whether this was the same proposal covered in the newspaper that includes a gas station.

Mr. Murphy stated that this is a different proposal.

7. COMMISSION DISCUSSIONS AND REQUESTS

Mr. Fraley stated that he had sent to all his colleagues an email discussing the Planning Commission's fiscal affairs and responsibilities. It may be a good idea to discuss how the Planning Commission's budget is prepared and how the money can be spent. Sec. 15.22221 of the State Code talks about duties of the Commission. Duties of the Commission include: "supervise its fiscal affairs and responsibilities under the rules and regulations as prescribed by the governing body." Secondly, "prepare and submit its annual budget in the manner prescribed by the governing body of the County or municipality." Mr. Fraley stated that he asked Mr. Murphy to discuss the process this evening.

Mr. Murphy stated that historically there have been two line-items in the Planning Division budget that are intended for Planning Commission members. One includes the salary stipend the other line-item is for Planning Commissioner training. The Planning Commissioner training budget has historically remained the same, slightly under \$2,000 per year. This is enough to send one or two Planning Commissioners to Planning Commissioner training on an

annual basis. The past budget year that amount had been reduced to \$1,000. There have been a number of Planning Commission members that have been reimbursed for mileage, meals, and overnight stays in relation to training. Some commissioners have requested mileage reimbursement and some have not. Historically the County has not paid for Planning Commissioners' dues for the American Planning Association (APA) or the Citizens Planning Education Association of Virginia (CPEAV). There have been other events Commissioners attended to represent the County and pick up awards. The costs associated with those events historically have been paid by the individual.

Mr. Fraley stated everyone should know what is covered in regards to the training. Mr. Fraley stated that staff also offered to provide a County vehicle; this would be less costly than reimbursing miles for using one's personal car.

Mr. Peck stated it would be helpful to have the County pay APA and/or membership CPEAV dues. The journal and other publications made available through these organizations are very informative. The continuing education and symposiums offered are also helpful to keep abreast of new information.

Mr. Murphy stated that the budget is currently being finalized for the next fiscal year.

Mr. Fraley stated by paying membership dues you also gain access to their database.

Mr. Krapf stated there are a lot of good resources through the APA website. It is good to have the Planning Commission provide input into the budget process. Thoughtfully looking at the training programs offered through the APA and CPEAV could prove beneficial. Reasonable reimbursements would include training and mileage associated. Membership dues could be covered by the stipend Planning Commissioners are paid.

Mr. Poole stated he shares Mr. Krapf's views about money spent. Money for training is suitable but not money for dues. Mr. Poole stated he does not want to exhaust the Planning Commission's time on budget details.

Mr. Kinsman stated that it is technically not the Planning Commission's budget. It is the Department of Development Management's budget. A certain amount is allotted and set aside for the Planning Commission's use. It may be helpful to discuss training opportunities that individuals have interest in and determine the cost associated with such events.

Mr. Tim O'Connor stated he is not interested in acquiring money to cover membership dues.

Mr. Murphy stated he would like to fund sending two Planning Commissioners to Planning Commissioners training during the next fiscal year. Two current members have not previously attended. This would cost \$2,000, covering attendance, meals, hotel arrangements and mileage (or use of a County vehicle).

Mr. Peck asked that staff forward to the Planning Commissioners the schedules for

educational opportunities.

Mr. Woods stated it may be good to have the Planning Commission chair meet with a Planning representative once a year to discuss upcoming fiscal year expectations and basic County policy.

Mr. Fraley stated the February Planning Commission meeting will include the annual organization meeting to discuss appointments.

10. ADJOURNMENT

Mr. Peck continued the meeting to February 2, 2011 at 6:00 p.m.

Reese Peck, Chairman

Allen J. Murphy, Secretary

REZONING-0002-2010, SPECIAL USE PERMIT-0029-2010, MASTER PLAN-0001-2010.
The Williamsburg Pottery
Staff Report for the February 2, 2011, Planning Commission Public Hearing

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PUBLIC HEARINGS

Planning Commission:

Building F Board Room; County Government Complex

January 5, 2011 (staff deferral) 7:00 p.m.
February 2, 2011 (staff deferral) 7:00 p.m.
March 2, 2011 7:00 p.m.

Board of Supervisors:

March 22, 2011 (tentative) 7:00 p.m.

SUMMARY FACTS

Applicant:

Vernon M. Geddy, III

Land Owner:

The Williamsburg Pottery Factory, Inc.

Proposal:

Amend the master plan and proffers to relocate one of the two main signalized entrances into the project and reconfigure associated traffic improvements and increase the permitted square footage from 161,000 to 188,000 s.f.

Location:

6692 Richmond Road

Tax Map/Parcel Nos.:

2430100024

Parcel Size:

18.78 acres

Existing Zoning:

M-1, Limited Business Industrial, with proffers

Proposed Zoning:

M-1, Limited Business Industrial, with amended proffers

Comprehensive Plan:

Mixed-Use

Primary Service Area:

Inside

Staff Contact:

Christopher Johnson

Phone: 253-6690

STAFF RECOMMENDATION

Staff has not received comments or a recommendation on the proposed amendments to the master plan from the Virginia Department of Transportation (VDOT) as of the writing of this report. The applicant has kept staff apprised of ongoing discussions and meetings with VDOT officials and anticipates receiving comments and a recommendation momentarily. Given the absence of VDOT comments, staff is recommending that this project be deferred to the March 2, 2011 Planning Commission meeting.

Christopher Johnson, Principal Planner

MEMORANDUM

DATE: February 2, 2011

TO: Planning Commission

FROM: Jason Purse, Senior Planner

SUBJECT: Agricultural and Forestal District 2-86-2-2010. Hankins Property,
Croaker AFD Addition

The applicant has decided to withdraw the application for an addition to the Croaker Agricultural and Forestal District. Mr. Hankins continues to evaluate the options for the use of the properties in the future and has not yet determined the best course of action.

No action is required of the Planning Commission on this case at the February 2, 2011 meeting.

**SPECIAL USE PERMIT-0031-2010 3125 Chickahominy Road Manufactured Home
Staff Report for the February 2, 2011 Planning Commission Public Hearing**

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PUBLIC HEARINGS

Planning Commission
Board of Supervisors:

Building F Board Room; County Government Complex

February 2, 2011 7:00 PM
March 8, 2011 (tentative) 7:00 PM

SUMMARY FACTS

Applicant: Ms. Stephanie Deal

Land Owner: Edward and Susanna English

Proposal: To allow the placement of a manufactured home.

Location: 3125 Chickahominy Road

Tax Map/Parcel: 2210100056

Parcel Size: 5.07 acres

Existing Zoning: R-8, Rural Residential

Comprehensive Plan: Rural Lands

Primary Service Area: Outside

STAFF RECOMMENDATION

Staff finds the proposal, with the attached conditions, meets the administrative criteria for placement of a manufactured home and is consistent with the Rural Lands Land Use designation. Staff recommends the Planning Commission recommend approval of this application, with the attached conditions, to the Board of Supervisors.

Staff Contact: Jason Purse, Senior Planner

Phone: 253-6689

PROJECT DESCRIPTION

Ms. Stephanie Deal has applied for a Special Use Permit to allow for the placement of a manufactured home at 3125 Chickahominy Road. Manufactured homes not located within the Primary Service Area (PSA) in the R-8, Rural Residential District require a Special Use Permit (SUP). The existing parcel has a cleared area near the middle of the property where the manufactured home will be placed. The proposed manufactured home would be roughly 28' by 76' and similar to the 2002 Henderson model manufactured home (see attachments for more detail).

There are two other existing manufactured homes within 400' of the property on both sides of Chickahominy Road, and six homes within 1,000'.

PUBLIC IMPACTS

Environmental

Watershed: Yarmouth Creek

Staff Comments: The Environmental Division has no comments on the SUP application at this time.

Public Utilities and Transportation

The property has access to public water, should the SUP be approved, the manufactured home would have the option to connect; no additional impacts should result from the proposal.

Regulations for manufactured homes requiring a special use permits.

The Zoning Ordinance requires the following conditions to be met for manufactured homes with a SUP (staff comments in *italics*):

1. An application and vegetative screening plan shall be submitted to the administrator.

The applicant has provided a plat showing the proposed location of the manufactured home and the existing tree line. As the proposed manufactured home location does not interfere with the existing tree line, staff finds the provided documentation adequate to screen the manufactured home.

2. No manufactured homes shall be placed within 300 feet of any of the following interstate highways, principal or minor arterial streets or major collector streets: I-64, Richmond Road, John Tyler Highway, Route 30, Croaker Road, Centerville Road and Greensprings Road.

The proposed manufactured home exceeds 300 feet from the aforementioned roads.

COMPREHENSIVE PLAN

Land Use

Rural Lands Development Standards	<p>a) Uses in Rural Lands should preserve the natural, wooded, and rural character of the County. Particular attention should be given to the following:</p> <ul style="list-style-type: none">i. locating structures and uses outside of sensitive areasii. maintaining existing topography, vegetation, trees, and tree lines to the maximum extent possible, especially along roads and between usesiii. discouraging development on farmland, open fields and scenic roadside vistasiv. encouraging enhanced landscaping to screen developments located in open fields using a natural appearance or one that resembles traditional hedgerows and windbreaksv. locating new roads so that they follow existing contours and old roadway corridors whenever feasiblevi. limiting the height of structures to an elevation below the height of surrounding mature treesvii. minimizing the number of street and driveway intersections along the main road by providing common driveways and interconnection of developmentsviii. utilizing lighting only where necessary and in a manner that eliminates glare and brightness <p>b) Site non-agricultural/non-forestal uses in areas designated Rural Lands so that they minimize impacts or do not disturb agricultural/forestal uses, open fields, and important agricultural/forestal soils and resources.</p> <p>c) Encourage the preservation and reuse of existing agricultural structures such as barns, silos and houses.</p>
	<p>Staff Comment: Manufactured homes are not specifically mentioned in Rural Lands; however, the use is not in conflict with any Rural Lands development standard. No additional clearing is proposed on-site as a part of this application, so no additional impacts to the rural character of the area are expected.</p>

Comprehensive Plan

Staff finds this application, as proposed, consistent with the Rural Lands Development Standards recommended in the Comprehensive Plan.

Manufactured Home Placement Guidelines Policy

In 1989 the manufactured home placement guidelines were created as minimum standards for administrative review by staff (staff comments in *italics*):

Access: From a public health and safety standpoint, manufactured homes should be located on a public road which is part of the VDOT system or on a private road built to an acceptable standard. *The property abuts a public road. Access will be provided by an existing driveway shared with the adjacent property.*

Landscaping/buffering: Section 20-10 of the Zoning Ordinance requires that a vegetative screening plan be submitted by the SUP applicant. Staff has a standard landscaping plan which we require with lots that are entirely open. If a lot is wooded, staff has been recommending that a minimum 20 foot strip be left undisturbed adjoining property lines. A larger strip has been recommended with larger properties.

The subject property is heavily wooded in the front and the rear, with a clearing in the middle where the manufactured home is to be placed. Some trees will need to be removed along the entry road to allow the home to be placed on the property, but sufficient mature trees will be preserved along the roadway. Additionally, the proposed manufactured home will be over 150 feet away from Chickahominy Road. Given the current tree density, staff finds that the home would be well screened from the road and adjacent properties. Staff has proposed SUP condition 5 to ensure adequate screening continues to exist in the future.

Adjacent Uses: It has been the staff practice over the past several years to recommend approval of manufactured homes in areas where manufactured homes already exist. It has not been staff practice to recommend the placement of manufactured homes in areas where there are no other manufactured homes nearby or where they are near established single family residential subdivisions. According to manufactured home placement guidelines, which have been used historically, manufactured homes should be permitted where two other existing, appropriately located manufactured homes are within 2,000 feet of property measured along all abutting rights-of-way.

Staff has identified six manufactured homes within 1,000 feet of the property.

Utilities: It has been the staff practice to require a "permit to install a septic system and well" from the Health Department with the application for an SUP or evidence from the Health Department that an existing system is acceptable. The Division of Code Compliance does not release electrical service until the system is installed and an operational permit is obtained from the Health Department.

The applicant has provided soil information, approved by the Health Department, for a functioning septic system. The property is able to connect to public water.

Topography and Soils: Adequate soils and topography should be available for locating a manufactured home on a given site.

The topography and soils are acceptable for the placement of a manufactured home.

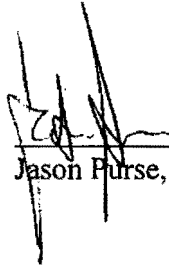
RECOMMENDATION

Staff finds the proposal, with the attached conditions, meets the administrative criteria for placement of a manufactured home and is consistent with the Rural Lands Land Use designation. Staff recommends the Planning Commission recommend approval of the application to the Board of Supervisors with the following conditions:

1. This permit shall be valid for the 2002 Henderson Model Mobile Home ("Manufactured Home") or a newer or similar unit as determined by the Director of Planning.
2. A certificate of occupancy must be obtained for the Manufactured Home within 24 months from the date of approval of this SUP or the permit shall become void.
3. The Manufactured Home shall meet the requirements of the Department of Housing and Urban Development Manufactured Home Construction and Safety Standards.
4. The Manufactured Home shall be placed so as to comply with all current setback and yard requirements in the R-8, Rural Residential Zoning District.
5. To ensure adequate screening, no existing trees shall be removed within 20 feet of the property lines, except those needed to be removed to place the Manufactured Home on the Property or as otherwise permitted by the Director of Planning.
6. A single (1) connection is permitted to the adjacent water main on Chickahominy Road with no

larger than a 3/4" water meter. Any lots created by a subdivision of the parent parcel will not be permitted to connect unless the Primary Service Area is extended to incorporate the parent parcel.

7. This SUP is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.



Jason Purse, Senior Planner

ATTACHMENTS:

1. Location Map
3. Example model home
4. Plat

**SPECIAL USE PERMIT CASE NO. SUP-0032-2010 D.J. Montague E.S. Parking Lot Expansion
Staff Report for the February 02, 2011 Planning Commission Public Hearing**

This staff report is prepared by the James City County Planning Division to provide information to the Planning Commission and Board of Supervisors to assist them in making a recommendation on this application. It may be useful to members of the general public interested in this application.

PUBLIC HEARINGS

Planning Commission:
Board of Supervisors:

Building F Board Room; County Government Complex

February 02, 2011 7:00 PM
March 08, 2011 7:00 PM (tentative)

SUMMARY FACTS

Applicant: Mr. Bruce Abbott of AES Consulting Engineers

Land Owner: WJCC Public Schools

Proposal: Expansion of the parking lot area, improvements to the drainage system around the playground area and to bring the existing school into conformance with the Zoning Ordinance.

Location: 5380 Centerville Road

Tax Map/Parcel 3130100049

Parcel Size 22.9 acres

Existing Zoning: PL, Public Land

Comprehensive Plan: Federal, State, and County Land

Primary Service Area: Inside

STAFF RECOMMENDATION

Staff finds this proposal consistent with the surrounding zoning and development and consistent with the 2009 Comprehensive Plan. Staff recommends the Planning Commission recommend approval of this application with the conditions listed in the staff report.

Staff Contact: Jose Ribeiro, Senior Planner Phone: 253-6890

Jose Ribeiro, Senior Planner

Project Description

Mr. Bruce Abbott has applied for a Special Use Permit (SUP) to allow for improvements to the school site including drainage improvements around the playground area, construction of internal sidewalks, and the reconfiguration and expansion of the parking lot area capacity from existing 87 to 140 parking spaces, an increase of 53 parking spaces (including 3 ADA accessible spaces). According to the applicant, the proposed expansion of the parking lot is not triggered by an increase in internal traffic; rather, the expansion would better accommodate current parking needs, allowing vehicles currently parking in gravel and grassy areas not assigned for parking, to park in areas marked and designed specifically for this purpose.

The school did not require an SUP when it was originally constructed in 1992; however, the school site was rezoned to the Public Land in 2007, where schools are a specially permitted use. Though the school is a legally nonconforming use, an SUP is required for any expansion. This SUP application would bring the entire school site into conformance with the Zoning Ordinance and permit the above referenced improvements to the site.

In 2009, an SUP application (SUP-0002-2009) to extend the permit of three classroom trailers on the school site until July 1, 2010, was approved by the Board of Supervisors. Staff notes that the three trailers were removed from the school site prior to the expiration date. In 2010, a site plan (SP-0017-2010) showing the placement of geothermal wells under the existing soccer field was submitted and approved by the County.

The school site is zoned PL, Public Lands, and designated by the 2009 Comprehensive Plan as Federal, State, and County Land. Properties to west of the site are zoned R-2, General Residential (Mulberry Subdivision), to the east and south properties are zoned R-4, Residential Planned Community (Ford's Colony), and to the north and across Centerville Road, properties are zoned A-1, General Agricultural (Liberty Ridge). The site fronts on Centerville Road which is designated by the 2009 Comprehensive Plan as a Community Character Corridor,

PUBLIC IMPACTS

Environmental Impacts:

Watershed: Powhatan Creek

Staff Comments: According to the applicant areas of impervious surface on the site associated with the proposed improvements will increase slightly from 12% to 13% of the total developable area. Runoff from the site generally flows south towards an existing culvert under Saint Andrews Drive to an existing offsite master planned BMP located at the Ford's Colony Subdivision. The Environmental Division has reviewed this application and notes that during the site plan review process the existing stormwater conveyance system underneath the school site need to be evaluated to ensure that it is adequate to handle proposed improvements in combination with the existing site conditions. An evaluation of volume capacity of the existing offsite BMP will also be required during the site plan review process. Staff notes that this application also proposes a small infiltration basin to be located near the site entrance. This stormwater facility is proposed in order to capture runoff from new impervious surfaces and to provide water quality for the site.

Public Utilities:

Staff Comments: The site is currently served by public water and sewer. James City Service Authority (JCSA) has reviewed and offered no objections to the special use permit application but requested the applicant to develop a Water Conservation Standards Agreement. Special Use Permit Condition No. 2. Water Conservation ensures that these standards will be submitted to JCSA for review and approval prior to final site plan approval.

Transportation:

Staff Comments: VDOT staff has reviewed and offered no objections to the special use permit application. The proposed expansion would not result in an increase of traffic; no Traffic Impact Analysis is necessary and no traffic improvements are warranted. According to the applicant, the alteration and expansion of the parking area is necessary in order to better accommodate the current parking needs, and to ensure that the design and construction of the parking lot area is in accordance with the requirements of the Zoning Ordinance (i.e. provision of landscape islands, compliance with the ADA guidelines, and sidewalks connecting parking areas to the school building.)

Land Use Map

Designation	<i>State, Federal, and County Land -Page 150:</i> Publicly owned lands included in this category are Eastern State Hospital, military installations, County offices and facilities, and larger utility sites such as the Hampton Roads Sanitation District treatment plant. Staff Comment: The proposed expansion is consistent with the designation.
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Public Facilities

Goals, strategies and actions	<i>Action PF #3.3 -Page 105:</i> Encourage development of public facilities and the provision of public services within the Primary Service Area (PSA) as defined on the Comprehensive Plan Land Use Map. Staff Comment: The proposed improvements to the school site are consistent with this action.
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Comprehensive Plan Staff Comments

The proposed improvements to the site do not have any negative impact to local traffic, the environment, surrounding residential development, and County infrastructure. Staff finds this proposal to be consistent with the State, Federal and County land designation and with the adjacent residential neighborhoods.

RECOMMENDATION:

Staff finds this proposal consistent with the surrounding zoning and development and consistent with the 2009 Comprehensive Plan. Staff recommends the Planning Commission recommend approval of this application with the conditions listed below.

1. **Master Plan.** This special use permit shall be valid for the existing public school, associated fields, trails, accessory uses and the expansion of the parking area located at 5380 Centerville Road and further identified as JCC Real Estate Tax Map No. 3130100049 (the "Property"). The expansion of the parking area shall be developed generally as shown on the exhibit drawn by AES Consulting Engineers, entitled "Master Plan D.J. Montague Elementary School Additional Parking and Playground Drainage Improvements W/JCC Public Schools", dated 12/19/2010, with only changes thereto that the Director of Planning determines, do not change the basic concept or character of the development.
2. **Water Conservation:** The Williamsburg-James City County School Board shall be responsible for developing and enforcing water conservation standards to be submitted to and approved by the James City Service Authority (the "JCSA") prior to final site plan approval. The standards shall include, but shall not be limited to such water conservation measures as limitations on the installation and use of irrigation systems and irrigation wells, the use of approved landscaping materials including the use of

drought resistant native and other adopted low water use landscaping materials and warm season turf where appropriate, and the use of water conserving fixtures and appliances to promote water conservation and minimize the use of public water resources.

3. **Lighting:** All new exterior light fixtures, including building lighting, on the Property shall have recessed fixtures with no lens, bulb, or globe extending below the casing. In addition, a lighting plan shall be submitted to and approved by the Planning Director or his designee, which indicates no glare outside the property lines. All light poles shall not exceed 20 feet in height unless otherwise approved by the Planning Director prior to final site plan approval. "Glare" shall be defined as more than 0.1 foot-candle at the boundary of the Property or any direct view of the lighting source from the adjoining properties. Additional lighting shall be installed in the entrance from the property onto Centerville Road. The specific location and design of the entrance lighting shall be shown on a site plan and approved by the Planning Director.
4. **Commencement of Construction:** If construction has not commenced on this project within thirty-six (36) months from the issuance of a special use permit, the special use permit shall become void.
5. **Severance Clause:** This special use permit is not severable. Invalidity of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

Attachments:

1. Master Plan
2. Location map

SUP-0032-2010

D.J.Montague E.S. Parking Lot Area Expansion



MEMORANDUM

DATE: February 2, 2011

TO: Members of the Planning Commission

FROM: Leanne Reidenbach, Senior Planner
Kate Sipes, Senior Planner

SUBJECT: FY 2012 Capital Improvements Program (CIP)

After a series of meetings to discuss and rank Capital Improvements Program (CIP) requests, the Policy Committee, in conjunction with Planning staff, is forwarding its recommendations for the Fiscal Year 2012 Capital Improvements Program to the Planning Commission.

This is the second year that the Policy Committee has used their standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Policy Committee members were then averaged to produce the Committee's final score and priority. A sample ranking criteria sheet is attached for your reference (see Attachment 1).

As FY12 is an exception year, the Committee only evaluated projects approved for FY12 funding (Group II), any changes to these proposals, and any additional new projects that were submitted and are requesting FY12 funds (Group I). An exception year is the second year in the two-year budget cycle (every evenly numbered year) and only includes changes to previously budgeted items or new essential requests. Spreadsheet A (Attachment 2) groups the requests and contains a summary of CIP project scores, rankings, and descriptions for all non-maintenance items. Maintenance, repair, refurbishment, or replacement items are not evaluated by the Committee, but are included in Spreadsheet B (Attachment 3).

In order to get a more complete overview of the capital budget, the Committee requested that James City Service Authority (JCSA) and the Virginia Department of Transportation's Six-Year Improvement Program (SYIP) also be included in this packet, but they would not be ranked by the Policy Committee. No JCSA projects are included as there were no new projects or changes to previous projects this year. The information for the VDOT FY12 SYIP was revised in June 2010 and this project listing can be found in Attachment 4.

RECOMMENDATION:

At its January 6, 2011 meeting, the Policy Committee unanimously recommended forwarding the following FY12 Capital Improvements Program priorities to serve as a recommendation to the James City County Board of Supervisors.

1. New Horizons Contribution*
 2. Hornsby Middle School Expansion
 - Berkeley Middle School Expansion
 - Stormwater
 5. Fire Station #4 Renovations and Expansion
 6. School Security Card Access System
 7. Jamestown High School Field Lighting
 8. Cooley Lighting
- } (three-way tie)

**Project was determined by the Policy Committee to meet Special Consideration Criteria A – “an immediate legislative, regulatory, or judicial mandate...”*

The Policy Committee also had several suggestions related to the funding and processing of Stormwater projects for the Board of Supervisors’ consideration. The Policy Committee felt that these suggestions would assist the Board in evaluating the projects against each other and against funding requests from other departments and divisions. Each recommendation is described in more detail below.

1. Fund proposals for general watershed studies through the Stormwater Division’s operating budget under the contractual services line item rather than through CIP requests. This recommendation was made because a watershed study does not produce a physical capital asset. Accordingly, these studies are recommended to be funded similar to corridor studies or other plans.
2. Separate Stormwater’s true capital projects from maintenance and repair projects. This would mirror how other divisions prepare their CIP funding requests. Corollary to this, the Policy Committee would not evaluate the Stormwater maintenance projects in future years.
3. Separate Stormwater’s capital projects into at least two different project categories and fund each through different line items in the capital budget. Recommended categories are projects related to water quality and projects related to flood control and drainage. By separating these project categories, it will be possible to prioritize each separately. The Committee specifically noted that water quality projects should receive the higher funding priority.
4. Although flood control and drainage projects are important to property protection and safety, the Committee would like to emphasize the importance of planning and funding long term water quality projects.
5. When deciding on which specific projects within the Stormwater request should be completed, consider the Stormwater Division staff priority tier rankings. The Policy Committee recommends that 1st tier projects be funded and completed first, followed by 2nd and 3rd tier projects. The list of specific Stormwater Division projects that comprise the single CIP line item are included in Attachment 6.

Staff recommends that the Planning Commission forward these priorities and other process suggestions to the Board of Supervisors for its consideration during the budget process.

Leanne Reidenbach, Senior Planner

Kate Sipes, Senior Planner

Attachments:

- 1.) Policy Committee ranking criteria
- 2.) Policy Committee Capital Improvement Program rankings (spreadsheet A)
- 3.) Capital maintenance items (spreadsheet B)
- 4.) VDOT SYIP projects (revised June 2010)
- 5.) Unapproved Policy Committee minutes from December 13, 2010 and January 6, 2011
- 6.) Stormwater projects

ATTACHMENT 1

CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA James City County Planning Commission

SUMMARY

The Capital Improvement Program (“CIP”) is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

A. DEFINITION

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County (“JCC” or the “County”). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County’s fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

B. PURPOSE

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan (“CIP plan”), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County’s goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

C. RANKINGS

Capital projects, as defined in paragraph A, will be evaluated according the CIP Ranking Criteria. A project’s overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

D. FUNDING LIMITS

On an annual basis, funds for capital projects will be limited based on the County’s financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors’ Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,
- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

E. SCHEDULING OF PROJECTS

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

CIP RANKING CRITERIA

Project Ranking By Areas of Emphasis

1. Quality of Life (20%) - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

2. Infrastructure (20%) – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

3. Economic Development (15%) – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

4. Health/Public Safety (15%) - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

5. Impact on Operational Budget (10%) – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

6. Regulatory Compliance (10%) – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)

- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

7. Timing/Location (10%) - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

Scoring Scale:

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important

8. Special Consideration (*no weighting- if one of the below categories applies, project should be given special funding priority*) – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

Attachment 3

Spreadsheet B FY12 - CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

Maintenance/Replacement Items

REVISED 11/15/10

ID#:	Applying Agency:	Project Name:	FY12 Requested \$	FY13 Requested \$	FY14 Requested \$	FY15 Requested \$	Total Requested \$
1	Gen. Svcs.	Government Center Building Exteriors	\$66,250				\$66,250
2	Gen. Svcs.	Building C Demolition/Building D HVAC - Renovation*	\$1,654,734				\$1,654,734
3	Parks and Rec	Mid County Park - Kidsburg/Building/Fences**	\$1,562,000				\$1,562,000
4	Gen. Svcs.	JCWCC Renovations	\$347,000	\$107,000	\$197,000	\$120,000	\$771,000
5	Public Safety	Fire Pumper Replacement	\$600,000	\$600,000	\$600,000	\$600,000	\$2,400,000
6	Gen. Svcs.	Energy Upgrades	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
7	Public Safety	Ambulance Replacement	\$204,000	\$241,200		\$214,200	\$659,400
COUNTY TOTALS			\$1,201,000	\$998,200	\$847,000	\$984,200	\$4,030,400
8	Schools	Division Resurface Parking Lots	\$93,000	\$90,000	\$90,000	\$90,000	\$363,000
9	Schools	Toano Roof Replacement	\$722,500				\$722,500
10	Schools	Lafayette Exterior Painting	\$175,000				\$175,000
11	Schools	James River HVAC	\$3,089,900				\$3,089,900
12	Schools	Operations HVAC	\$875,600				\$875,600
13	Schools	Cooley Renovations	\$606,000				\$606,000
14	Schools	Toano HVAC	\$2,876,500				\$2,876,500
15	Schools	Jamestown Bleachers	\$272,000				\$272,000
16	Schools	Lafayette Refurbishment	\$1,571,458	\$1,546,224			\$3,117,682
SCHOOLS TOTALS			\$10,281,958	\$1,636,224	\$90,000	\$90,000	\$12,098,182
OVERALL TOTALS			\$11,482,958	\$2,634,424	\$937,000	\$1,074,200	\$16,128,582

*Previously requested \$150,000 for Building C demolition and \$1,060,000 for Building D renovations

**Previously requested \$1,771,278. Modified to include potential lighting of fields at Warhill and Jamestown or lighting one high school field and making improvements to large ball field.

Attachment 4

VDOT FY11 Six-Year Improvement Program (revised June 2010)

UPC #	Description	Previous Allocations	FY12 Allocated \$	FY13-FY16 Allocated \$	Total \$
		<i>in thousands of dollars</i>			
T9096	MOORETOWN RD EXTENSION STUDY	\$0	\$400	\$0	\$400
T9094	ROUTE 60/143 CONNECTOR STUDY	\$0	\$300	\$0	\$300
T9095	LONGHILL RD CORRIDOR STUDY	\$0	\$300	\$0	\$300
50057	RTE 615 - RECONSTRUCT TO 4 LANES	\$16,108	\$214	\$428	\$16,750
13496	RTE 60 - RELOCATION & UPGRADING	\$19,732	\$0	\$0	\$19,732
13719	RTE 612 - TRAIL	\$960	\$0	\$0	\$960
71616	RTE 615 - PAVED SHOULDER ALONG ROUTE 615 & ROUTE 681	\$3,114	\$0	\$0	\$3,114
71617	RTE 612 - PAVED SHOULDER ALONG LONGHILL ROAD	\$226	\$0	\$428	\$654
71883	RTE 5 - BRIDGE REPLACEMENT	\$3,478	\$0	\$0	\$3,478
77065	RTE 5 - INSTALL RTL FROM NB RTE 615 ONTO EB RTE 5	\$800	\$0	\$0	\$800
82961	ADD L&RR TURN LANES ON MONTICELLO AVE IRONBOUND RD	\$860	\$0	\$0	\$860
83462	CONSTRUCT SHOULDER BIKEWAY ALONG AIRPORT RD	\$30	\$0	\$0	\$30
85554	JAMESTOWN 2007 TRANSPORTATION SYSTEM	\$1,334	\$0	\$0	\$1,334
87944	MOORETOWN RD BIKEWAY	\$512	\$0	\$0	\$512
92553	American Recovery and Reinvestment Act - JAMES CITY 60/64/143/321 RESURFACING	\$7,311	\$0	\$0	\$7,311
94541	ARRA - JAMES CITY 199/5 INTERSECTION IMPROVEMENTS/TURN LANES	\$1,000	\$0	\$0	\$1,000
95044	ARRA COUNTY WIDE - PAVEMENT OVERLAY VARIOUS ROADS	\$737	\$0	\$0	\$737
97010	UPGRADE SIGNAL, ADD RIGHT TURN LANE AND MARKINGS	\$609	\$0	\$0	\$609
T9219	BRIDGE REPLACEMENT RTE 601 OVER DIASCUND CREEK, FED ID 10516	\$0	\$0	\$726	\$726
17633	CLASS 1 BIKEWAY/PEDESTRIAN ROUTE 60 & CROAKER ROAD	\$1,208	\$0	\$0	\$1,208

UNAPPROVED MINUTES OF THE POLICY COMMITTEE MEETING

December 13, 2010

6:00 p.m.

County Complex, Building A

1. Roll Call

Present

Mr. Jack Fraley, Chair
Mr. Tim O' Connor
Mr. Reese Peck
Mr. Al Woods (via phone)

Staff Present

Mr. Allen Murphy
Ms. Tammy Rosario
Ms. Leanne Reidenbach
Ms. Kate Sipes
Mr. Brian Elmore
Mr. John McDonald
Ms. Fran Geissler
Mr. John Horne

Mr. Jack Fraley called the meeting to order at 6:00 p.m.

2. Minutes - November 22, 2010

Mr. Tim O'Connor moved for approval of the minutes.

The minutes were approved (4-0).

3. Old Business

Mr. Fraley asked Committee members to send staff any comments on the Planning Commission Annual Report.

4. New Business – FY2012 Capital Improvements Program (CIP)

Mr. Fraley asked how staff developed the Stormwater Division Capital Improvements Program (CIP) project list.

Ms. Leanne Reidenbach stated that twelve individual projects were being submitted as a single CIP proposal. She stated the project list was reviewed by the Stormwater Program Advisory Committee (SPAC), who requested funding through the Stormwater Division for the priority projects in FY12. The large number of projects gives the County flexibility to deal with project delays or high cost estimates by shifting to other projects.

Ms. Fran Geissler, Director of the Stormwater Division, stated the SPAC developed a system for ranking priority projects. She stated public health, safety, and welfare, and relation to the Comprehensive Plan are major factors in developing project scores. Water quality and drainage improvements are additional stormwater concerns. Every dollar spent on stormwater infrastructure should improve water quality, allowing the County to receive Chesapeake Bay Total Maximum Daily Load (TMDL) credits. Tier 1 Stormwater Division projects are the highest priorities in each district. The SPAC believes limited dollars should be spread around the magisterial districts evenly. The \$200,000

feasibility study will help the County determine what types of remediation will be necessary in the York River watershed. The SPAC has considered separating the single Stormwater CIP request into capital maintenance and capital improvement projects. Projects were not divided into project categories due to past issues with gaining access easements. When easements cause delay, Stormwater moves to another project.

Mr. Reese Peck stated Stormwater priorities were difficult to compare to one another. He stated projects should be separated and ranked based on project type. With limited funding, there should be set Stormwater core priorities, such as water quality, which is included in last year's budget description. Larger projects could be ranked individually.

Mr. John Horne, Manager of General Services, stated the Board of Supervisors established the Stormwater division's priorities as drainage repairs, water quality improvements, and flood improvements. He stated these priorities may not always overlap on a proposal.

Mr. Peck stated he would like to see public debate on setting a highest priority among Stormwater's several mission statements.

Mr. Horne stated citizen requests for drainage improvements to the County and Board have been the primary driver of the Stormwater program. He stated calls to the Board regarding property damage usually became top priority.

Mr. Fraley stated there were differences in priorities between the CIP request and the Stormwater bond project list. He stated that taken individually, some Stormwater projects would rank lower than the middle school classroom expansions. Ranking the Stormwater list as a whole would allow some less deserving projects to use the overall list's high priority. The Committee could not be certain which specific projects would be pursued due to the County's difficulty securing easements.

Mr. Horne stated that in similar situations in the past, the Committee has attached comments emphasizing priorities or including further recommendations to forward to the Board with its final CIP listing.

Ms. Geissler stated that neighborhoods with mandatory homeowner's associations (HOAs) that experience stormwater flooding can receive County guidance, but not funds. Neighborhoods on the project list are older or do not have HOAs to raise repair funds.

Mr. Horne stated some Stormwater projects are prioritized due to being inexpensive or relatively simple repairs.

Mr. Peck stated the County should articulate the differences between 'stormwater' and 'water quality.'

Mr. Horne stated the Committee could rank each project category, including drainage improvements, BMP refits, or stream restoration separately. He stated the SPAC's unified ranking system prioritizes projects with multiple benefits, including protection of people and property, relevance to the Comprehensive Plan, and use of outside funding.

Ms. Reidenbach stated the SPAC's ranking process is very similar to the Committee's CIP ranking methods.

Ms. Geissler stated that necessary easements from property owners must be attained before money could be spent on any Stormwater projects.

Mr. Al Woods asked how the Committee could make recommendations to the Board without knowing the various inputs staff was using for rankings, such as cost and complexity.

Mr. Horne stated staff should have attached specifications to the project list to help compare dissimilar proposals. He stated repairs protecting private property also served to improve water quality by improving run-off management.

Ms. Reidenbach stated Stormwater projects were grouped as a whole due to the SPAC's technical review and prioritization. She stated the Committee could add footnotes to the list and the Board could reprioritize them if it wanted.

Mr. Peck stated the public expects clear delineations between the types of work performed. He stated the grouped Stormwater list could create the impression that the Committee recommends the same high priority for each individual project. Stormwater proposals should be grouped by project types.

Mr. Horne stated funding the proposed watershed and feasibility studies were the foundation of staff's recommended project list found in their CIP request.

Mr. Fraley stated the Committee should attach a note saying that studies should be funded by means other than the CIP for the Board. He stated projects could be grouped first by project type and second by tier level. He asked whether the Committee should rank project types as a whole or create averages for project types based on individual rankings.

Mr. Woods asked why Committee members should rank projects over the expertise and recommendations of Stormwater staff and the SPAC.

Mr. Peck stated the Commission has the statutory authority to make recommendations. He stated the Commission is supposed to bring common sense to the process. The CIP process has evolved to defer to staff and advisory boards and to remove maintenance projects. The Committee has attempted to elevate rankings to allow policy discussions on various proposals.

Mr. O'Connor stated if the project list is broken up, projects should be ranked individually.

Mr. Fraley stated he preferred ranking the project list as a whole, with attached notes on certain projects and policies.

Mr. John McDonald, Manager of Financial and Management Services, stated there was very little money for projects.

Mr. Woods stated he favored ranking the Stormwater list as a whole, with notes identifying inconsistent projects or those that needed additional consideration.

Mr. Fraley stated that the New Horizons contribution should not be scored due to the County's contractual obligation to support the program.

Mr. Woods asked about information regarding the school projects, since little information was provided.

Mr. McDonald explained that the schools have not adjusted their CIP review timeline since the Policy Committee began reviewing applications earlier. He then stated that with the classroom expansions at Hornsby and Berkeley middle schools, the need for an additional middle school could be delayed until 2017. He stated bond proceeds existed to finance the expansions. Due to redistricting and changing development patterns, Hornsby has already exceeded design capacity. The Jamestown field lighting proposal came about after foul balls began hitting cars at Mid-County Park. Older youth and adult baseball/softball leagues need a replacement site. Security card CIP proposals represent a longer-term expenditure as the schools slowly acquire and install the systems as they refurbish each school. The Cooley Field lighting project is for a site used occasionally at James Blair school in the City of Williamsburg, but that has no public access. Fire Station #4 currently has no female firefighter facilities and is not wide enough to load passengers into the trucks inside the building.

Mr. Woods asked if the school timeline would be moved ahead to fit in with the Policy Committee's review timeframe.

Mr. McDonald stated that next year the school and Policy Committee timeline would align.

The Committee discussed their CIP project rankings.

Mr. Fraley asked Policy Committee members to have their final rankings and comments to staff by the end of the day on December 14th. He stated scores would be discussed for a maximum of fifteen minutes at the next Committee meeting.

5. Adjournment

Mr. O'Connor moved to adjourn.

The meeting was adjourned at 8:10 p.m.

Jack Fraley, Chair of the Policy Committee

UNAPPROVED MINUTES OF THE POLICY COMMITTEE MEETING

January 6, 2011

6:00 p.m.

County Complex, Building A

1. Roll Call

Present

Mr. Jack Fraley, Chair
Mr. Tim O' Connor
Mr. Mike Maddox
Mr. Al Woods

Staff Present

Mr. Allen Murphy
Ms. Tammy Rosario
Mr. Chris Johnson
Mr. Jason Purse
Ms. Leanne Reidenbach
Mr. Luke Vinciguerra
Ms. Terry Costello

Others Present

Mr. Aaron Small, Stormwater Advisory Committee
Mr. George Condyles, Atlantic Technologies

Mr. Jack Fraley called the meeting to order at 6:00 p.m.

2. New Business

Mr. Luke Vinciguerra introduced Mr. George Condyles of Atlantic Technologies.

Mr. Condyles spoke on the benefits of developing a master plan for wireless communication facilities. He stated it was important to develop goals and objective on what the County would like to achieve. An example would be to have locations suitable for wireless facilities. He stated that it was important to know what was currently in the County and what is available for co-location. Mr. Condyles stated it was important to define what local government is responsible for. The industry will innovate and adapt to get the service that they need. The master plan should be strategic in stating what is available and what is needed from a facility standpoint. Mr. Condyles would recommend determining what is currently in the County, what is available, and then look from a propagation standpoint at different frequency bands where the gaps are. This would assist in developing standards.

Mr. Condyles felt that the industry was going more toward smaller towers with adequate coverage as opposed to much taller towers.

Mr. Fraley asked about the latitude that courts have given local jurisdictions and their ordinances as the courts interpret the Federal Telecommunications Act.

Mr. Condyles answered that his advice was to avoid litigation. He suggested having representatives from the industry involved in the master planning process.

Mr. Fraley asked what measure of performance can be used to replace the term "adequate service."

Mr. Condyles suggested design service. He also stated that a possibility may be stating what the network is designed to do, and what are the design standards that state what is good service.

Ms. Lisa Murphy of AT&T stated that the carriers are looking at where they are not meeting their design parameters and then determine what is needed. She also mentioned that there are a limited number of dollars as far as where to invest.

Mr. Steve Romine of Verizon stated that if the master plan has technical definitions, the carrier may not deem it sufficient enough to invest money. It is all about customers and usage. All carriers have their top priority sites. He said it was important not to be too restrictive because then the carriers may go elsewhere.

Mr. Condyles stated that it was important to have standards, but also be welcoming to the industry.

Mr. O'Connor asked about typical setbacks.

Mr. Condyles stated there are several setbacks to look at. One is a setback from a residential dwelling. He stated community input might be beneficial when discussing this. One impact on setbacks is the height of the tower.

Mr. John Miller of Verizon stated that he sees a need for both taller and shorter towers.

Mr. Dave Neiman, a citizen, asked Mr. Condyles if he has seen jurisdictions distinguish among areas zoned residential and those that are planned communities.

Mr. Condyles stated he has seen in most rural counties towers have encroached toward residential communities without physically being on residentially zoned properties. The plan was to set up perimeter coverage.

Mr. Fraley stated that the County has an aggressive co-location policy.

Mr. Condyles recommended not requiring co-location. One develops what is needed for their network, and then do reverse stacking. He suggested encouraging co-location on an existing site, but not on a new facility. The playing field needs to be level for all carriers, but also the smaller carriers and companies.

Mr. Woods asked if the carriers were seeking to lay off the investment responsibility, are they seeking co-investors in order to achieve coverage.

Mr. Romine stated that there are tower companies that strictly build towers. Carriers are more interested in providing service. If the carrier builds the tower, another company wishing to co-locate will help with a contribution to the capital cost. He stated that the carrier will build the tower regardless if they have letters of intent to co-locate.

Ms. Murphy reiterated what Mr. Romine said. The main thing that the carrier is looking at is what they need for their network. She asked that the Committee look at the 400 foot setback in residential planned communities. Sometimes this makes it difficult to find a location.

3. Old Business – Capital Improvement Program (CIP) Project Evaluation

Ms. Leanne Reidenbach noted that this was a continuation of the meeting held on December 13th to score and prioritize the FY12 Capital Improvement Program budget requests. She went over the average scores that Policy Committee members sent in and showed a listing of the top projects on the projector. She asked the Policy Committee to determine whether they concurred with this prioritization or whether they felt anything needed to be changed. She also asked the Committee to provide any additional notes and recommendations to pass along to the Board of Supervisors. She said that the Policy Committee should vote to forward these recommendations to the Planning Commission. The Planning Commission would then vote to forward the recommendations to the Board.

Mr. Fraley introduced Mr. Aaron Small, chair of the Stormwater Program Advisory Committee (SPAC). He asked Mr. Small to discuss the role of the SPAC and review their evaluation criteria for capital projects.

Mr. Small went over the SPAC's project evaluation criteria, noting that the primary focus is protection of health, safety, and welfare and that each criteria is weighted based on its perceived importance.

Mr. Peck discussed the project ranking for the Stormwater Division. He stated that he felt that water quality should be the priority of the Division. He felt that the projects submitted were not tied to the primary purpose of the Stormwater Division.

Mr. Fraley clarified that during the Stormwater Bond Referendum that a letter was sent to the press stating that the Planning Commission had reviewed the Stormwater project list and unanimously endorsed it but in reality the Planning Commission had only prioritized the line item for CIP funding. He stated that in the letter from the Director of Stormwater, it states that with limited funding staff shifted the emphasis to repairs and maintenance of the County's stormwater infrastructure and limited progress will be made toward long term water quality.

Mr. O'Connor stated that he felt that the rankings ignored the areas where the Division should concentrate their projects: long term water quality.

Mr. Fraley suggested that the cover letter should mention that the Committee felt that a higher priority should be given to projects dealing with water quality. It should also be noted the differences between the ranking by the Stormwater Division and the ranking completed by SPAC and funding should be prioritized based on the Stormwater Division staff tiers.

Ms. Reidenbach asked if the Committee wanted to emphasis certain water quality projects.

Mr. Peck felt that this stormwater program has drifted off from its course. He felt that where an agency is placed within the organization is important. Mr. Peck also stated that he felt that the County would be better served if the Stormwater Division were not under the direction of General Services but rather under Development Management.

Mr. Small stated that SPAC was chartered by the Board of Supervisors and was given guidelines on their role. He stated that the Stormwater Division has only been in existence for a few years. Before

this time, the County's infrastructure was not being maintained. He stated that there are many repair projects that need to be done and in essence the County is working on "catching up."

Mr. Woods stated that there might be ways to improve the methods of ranking. He suggested that the Committee continue evaluating projects as it has been, but also send some suggestions to the Board of Supervisors for ways to improve the process. He also stated that the rankings were based on quality of life, health and safety, and other categories and that he understood why the Committee ranked the projects as they did.

Ms. Reidenbach stated that the suggestions will be drafted in a letter with the CIP rankings and will be reviewed by the full Planning Commission in February, and then forwarded to the Board of Supervisors with a recommendation. She will email a draft of the letter for the Committee's review before it is presented to the Planning Commission.

Mr. Woods stated that the Committee needs to take a neutral position on these projects and state observations and make suggestions on how to improve the process.

Ms. Reidenbach summarized that the Stormwater line item stays as a single item with a single score, with the four bullet points that were mentioned by the Committee at an earlier meeting, and an additional point that states that the Committee is in general agreement that first tier Stormwater projects are funded with a priority, then second tier projects, and third tier projects.

Mr. O'Connor expressed his concerns about the lower priority items being ranked higher due to the fact that these items can be completed.

Mr. Small stated that some projects were included in here because there were already scheduled to be done.

Mr. Peck wanted to emphasize that he felt that more projects should focus on water quality.

Mr. Small stated the SPAC would welcome any suggestions from the Planning Commission and Board of Supervisors on developing their CIP requests/prioritization in future years.

Mr. Fraley suggested that staff forward the evaluation criteria that the Policy Committee uses in ranking these projects.

Mr. Peck suggested ranking in groups with similar types of projects.

Ms. Reidenbach went through the rankings of the projects. Mr. Woods moved for approval of the rankings. The Committee unanimously approved the motion.

Old Business – Planning Commission Annual Report

Mr. Jason Purse stated that the changes made were changes to the graph on page 4, added to page 7 the number of approved residential units, changed the orientation and information on the Planning Commission actions, added a glossary, added clarifying language to some tasks completed on the implementation guide, and added information as to why some of the GSA's were not reported on.

Mr. Fraley asked about the residential units approved but not yet built.

Mr. Purse stated that this information is being evaluated as part of the cumulative impacts.

Mr. Fraley asked for a footnote stating that.

The Policy Committee completed its review of the annual report.

4. Other Business

Mr. Fraley stated the next meeting will be January 24th.

Mr. Peck stated that he would like to discuss sometime about the urban development areas. He has some questions on whether our ordinances are in compliance with the urban development area.

Mr. Fraley asked if the urban centers have to be contiguous.

Ms. Rosario answered she did not believe so.

Mr. Allen Murphy stated that this will be brought forward to the Policy Committee.

Mr. Woods moved for adjournment.

The meeting was adjourned at 8:20 p.m.

Jack Fraley, Chair of the Policy Committee

JCC General Services Stormwater Division

Type of Project	Project Name	Description	Estimated Cost	WS	Stormwater Division Priority Tier	Project Status as of 11/15/10	SPAC Criteria Score	Phase
BMP Repair	Clara Byrd Baker ES BMP Repair	Project will improve water quality by repairing a failed BMP at the Clara Byrd Baker ES.	\$150,000	PC	1st	Ready for design	130	Design & Construction
Chanel stabilization - stream restoration	Cooley Rd	Project will protect property and improve water quality by stabilizing an eroding outfall with utility impacts.	\$150,000	MC	1st	ready for design	90	Design through Construction
Flood Mitigation	Neck O Land Rd Flood Mitigation	Project will protect citizens and property by evaluating alternatives to address tidal flood levels and known floodway problems in older residential area along the Powhatan and Mill Creeks. Will provided data needed to implement a flood proofing partnership	\$0	PC	1st	needs feasibility Study	120	Feasibility Study & Design
Flood Mitigation	Warhill Trail Dam Upgrade	Needed upgrades bring the dam into compliance with State Dam Safety Regulations. Phase 2 will armor the roadway embankment to withstand 100-yr storm flow within the 100yr floodzone.	\$250,000	PC	1st	In Design	150	Construction
WSMP	York River Watershed Management Plan	York River Watershed Management Plan - Project will protect citizens and property and improve water quality by completing management plans for the York Watershed.	\$200,000	YR	1st	Awaiting Proposal	180	Study
Chanel stabilization - stream restoration	East Branch Mill Cr Restoration Sites	1200LF of stream restoration to protect property, utility connections, improve WQ and flood storage capacity. Will require permission from a large number of property owners	\$75,000	MC	2nd	Identified in Mill Cr WSMP	140	Design, Permitting, Access
Drainage Improvement	Brookhaven	Older neighborhood with persistent drainage problems - houses built in the RPA and close to perennial stream. Investigating opportunities for water quality enhancements.	\$50,000	MC	2nd	Feasibility Study Complete	100	Design, Permitting, Access
Drainage Improvement	Forest Glen Drainage Improvements	Project will protect citizens and property and improve water quality by repairing and upgrading the aging system and installing stormwater management measures.	\$150,000	PC	2nd	Ready for design	110	Design through Construction
Drainage Improvement	James Terrace Drainage System Improvements	Project will protect citizens and property and improve water quality by repairing and upgrading the aging system and installing stormwater management measures. Will also address drainage problems in the Gibson Mobile Home Park. Instances of undercutting and unsafe drainage channels.	\$100,000	CC	2nd	Awaiting results of Feasibility Study	130	Design, Permitting, Access

JCC General Services Stormwater Division

Type of Project	Project Name	Description	Estimated Cost	WS	Stormwater Division Priority Tier	Project Status as of 11/15/10	SPAC Criteria Score	Phase
New BMP/Retrofit	Centerville Tributaries II	New BMP to protect channel stabilization upper reaches of Subwatershed 105. Experiencing headcutting and erosion (Several thousand feet of channel is affected). Project will restore, stabilize and enhance multiple reaches. Currently securing ROW	\$200,000	YC	3rd	In Design	140	Construction
Chanel stabilization - stream restoration	Essex Ct Stream Restoration	Project will improve water quality by restoring the headwater stream between Scotts Pond Drive and Essex Court	\$150,000	PC	3rd	In Design	150	Construction
Chanel stabilization - stream restoration	Windsor Forest Stream Restoration	Project will protect citizens and improve water quality by restoring 1400 LF of degraded channels and stabilizing exposed sanitary sewer	\$75,000	PC	3rd	Ready for design	170	Design, Permitting, Access
Drainage Improvement	Brookhaven	Older neighborhood with persistent drainage problems - houses built in the RPA and close to perennial stream. Investigating opportunities for water quality enhancements.	\$300,000	MC	3rd	Feasibility Study Complete	100	Construction

PLANNING DIRECTOR'S REPORT
February 2011

This report summarizes the status of selected Planning Division activities during the past month.

- **New Town.** At the January meeting of the Design Review Board, the DRB approved several sign applications and reviewed policies for 'A'-frame, blade, and temporary banner signs. They also approved the building elevations and landscaping plan for a medical/office building on Discovery Park Boulevard (next to the Design Center) subject to a few comments and suggestions.
- **Ordinance Update.** Policy Committee meetings were held on January 5th and January 6th to discuss TDR, wireless communications facilities, the Capital Improvements Program, and the Annual Report. Meetings were also held on January 24th and January 31st to discuss Commercial Districts and Cumulative Impacts. The following Policy Committee meetings for the ordinance update are scheduled for February (all meetings begin at 6 p.m. and will be held in the Building A large conference room):
 - February 3
 - February 7
 - February 9

Additional February dates are in the process of being determined. Notification will be provided of the topics to be discussed at these meetings. In addition to Policy Committee meetings, the ordinance process will include a Board of Supervisors work session on February 22nd to update the Board.

- **Transfer of Development Rights Forum.** There will be a public forum to discuss the Transfer of Development Rights feasibility study and solicit input from the community. The consultants from DC&E will be in attendance and members of the Planning Commission and Board of Supervisors are encouraged to attend. This meeting is scheduled for Thursday, February 10 at 7 p.m. at the Warhill High School auditorium, 4615 Opportunity Way.
- **Capital Improvements Program (CIP).** The Policy Committee completed its evaluation of proposed revisions to the FY2012 CIP on January 6th. Committee rankings are included in tonight's material and will be forwarded to the Board of Supervisors in March.
- **Monthly Case Report.** For a list of all cases received in the last month, please see the attached document.
- **Board Action Results** – January 11th and January 25th
 - AFD-2-86-3-2010 Croaker AFD – 4744 Ware Creek Road Addition – Adopted 5 – 0
 - SUP-0026-2010 Tractor Supply Company, Norge Center – Adopted 5 - 0
 - SUP-0027-2009 Jamestown High School Auxiliary Gymnasium – Adopted 5 - 0
 - SUP-0025-2010 Colonial Towne Flea Market – Adopted 5 - 0


Allen J. Murphy, Jr.

New Cases for January 2011

Case Type	Case Number	Case Title	Address	Description	Planner	District
Conceptual Plan	C-0001-2011	Boundary Line Adjustment	1670 John Tyler Highway	This is proposed boundary line adjustment on 3 parcels of land to create 3 parcels	Jason Purse	Berkeley
	C-0002-2011	Centerville Road Subdivision	6425 Centerville Road	This plan was to determine the feasibility of putting a second home on the property	Jason Purse	Stonehouse
	C-0003-2011	Williamsburg Crossing Car Wash	5109 & 5117 John Tyler Highway	Proposed automatic car wash tunnel with a fully enclosed 9 car detail bay. It is understood that this use requires a Special Use Permit.	Kate Sipes	Jamestown
	C-0004-2011	Richmond Road Mini-Storage	6623 Richmond Road	Installation of an indoor climate controlled mini-storage inside an existing warehouse	Jose Ribeiro	Stonehouse
Site Plan 49	SP-0119-2010	Strawberry Plains Center Unit 2 Building	3715 Strawberry Plains Road	Applicant proposes a 8,000 square foot building including 4,000 sf of office space and 4,000 sf for a daycare with a playground.	Leanne Reidenbach	Jamestown
	SP-0001-2011	Jamestown Feed and Seed SP Amendment	7348 Richmond Road	Adding a 820 sq ft greenhouse	Brian Elmore	Stonehouse
	SP-0002-2011	Martin's Fuel Facility	4820 Monticello Avenue	Proposed Martin's Fuel Facility to include five fueling islands under a single canopy, with associated parking, utilities, and and landscape improvements.	Jose Ribeiro	Powhatan
	SP-0003-2011	Christian Life Center Longhill Road Wireless Tower Co-location	4451 Longhill Road	Colocation on the monopine wireless tower behind Christian Life Center and construction of related equipment shed.	Sarah Propst	Powhatan
	SP-0004-2011	Ford's Colony Verizon Wireless Tower SP Amendment	5791 Centerville Road	Replace 6 existing panel antennas and 6 new panel antennas. Add 6 new panel antennas and coaxial cables to the equipment platform at 170'.	Kate Sipes	Powhatan
	SP-0005-2011	Jamestown HS Baseball Dugouts SP Amendment	3751 John Tyler Road	Installation of dugouts on existing baseball/softball fields.	Luke Vinciguerra	Berkeley

Site Plan	SP-0006-2011	Verizon Wireless Ironbound Rd Tower SP Amendment	4039 Ironbound Road	Application includes adding three antennas and three coax cables and replace existing mine panel antennas with mine panel antennas for a total antenna configuration of twelve antennas and twelve cables at the existing height of 221' on the existing 240' tower.	Jason Purse	Berkeley
	SP-0007-2011	White Hall East Offsite Sewer	3611 Rochambeau	Construction of a sanitary sewer from a manhole in the wetlands near Wellington, through the Williamsburg Christian Academy property to serve future White Hall development.	Leanne Reidenbach	Stonehouse
Special Use Permit	SUP-0032-2010	5380 Centerville Road	5380 Centerville Road	To establish an approved use of the property after the countywide rezoning of all municipally owned lands within JCC to "public lands" designation. Expansion of the parking lot area by additional 45 parking spaces.	Jose Ribeiro	Powhatan
	SUP-0001-2011	Car Wash 5117 & 5109 John Tyler Highway	5109 & 5117 John Tyler Highway	Applicant proposes building an automated car wash and car detailing bay, which as an automotive service business requires an SUP.	Kate Sipes	Jamestown
Subdivision	S-0056-2010	Settlement at Powhatan Creek Lot 102	4045 River Moor	Subdivision of lot 102 into lots 102 and 103 along River Moor	Luke Vinciguerra	Berkeley
	S-0001-2011	Thomas Hogge Subdivision	5109 & 5117 John Tyler Highway	Applicant proposes building an automated car wash and car detailing bay, which as an automotive service business requires an SUP.	Jason Purse	Powhatan
	S-0002-2011	White Hall Section 2G	3401 Rochambeau	Creation of one lot	Sarah Propst	Stonehouse
	S-0003-2011	Wellington Ridge, Section 6 & 7	(13-3)(1-12) (parcel around Nice Lake)	This is a plan for 96 single-family lots on 69 acres. Preliminary approval for the previous subdivision plan expired so a new application had to be submitted.	Leanne Reidenbach	Stonehouse
	S-0004-2011	Wellington Ridge, Sec 5 Lots 255 and 256	4008 Rochambeau	Subvision of one lot into two	Jose Ribeiro	Stonehouse

Subdivision	S-0005-2011	3099 Chickahominy Road Lots 1 - 3	3099 Chickahominy Road	Subdividing 3 lots from 3099 Chickahominy Road	Leanne Reidenbach	Stonehouse
	S-0006-2011	3099 Chickahominy Road Lots 4 - 7	3099 Chickahominy Road	Subdividing 4 lots from 3099 Chickahominy Road	Leanne Reidenbach	Stonehouse
	S-0007-2011	The Settlement at Powhatan Creek Lots 77 - 79 Boundary Line Adjustment	3608 / 3612 / 3616 South Square	Proposal to create 2 larger lots (New Lots # 78 & 79) from the existing 3 lots (Existing Lots # 77, 78 & 79)	Kate Sipes	Berkeley
	S-0008-2011	8798 & 8800 Pocahontas Trail Boundary Line Adjustment	8798 / 8800 Pocahontas Trail	This plat is to extinguish the line between the two lots	Terry Costello	Robertson
	S-0009-2011	Go Karts Plus Richmond Road Boundary Line Extinguishment	6910 7 6870 Richmond Road	Boundary line extinguishment between both Go Karts Plus properties.	Luke Vinciguerra	Stonehouse