

AGENDA
JAMES CITY COUNTY PLANNING COMMISSION
March 16, 2015 – 6:00 p.m.

1. ROLL CALL

2. ANNUAL ORGANIZATIONAL MEETING

- A. Election of Officers*
- B. Adoption of 2015 Calendar

3. PUBLIC COMMENT

4. CONSENT AGENDA

- A. Minutes from the January 27, 2015 Joint Work Session with the Board of Supervisors

5. PUBLIC HEARINGS

- A. Review of the FY 2016 – FY 2020 Capital Improvements Program

6. COMMISSION DISCUSSION AND REQUESTS

7. ADJOURNMENT

- * Per the adopted Planning Commission Bylaws, the newly elected officers shall preside beginning at the next regular meeting (April 1, 2015). Committee appointments will be made by the new chair at that time as well.

PC 2015

- January 7th
- February 4th
- March 4th
- March 16th *
- April 1st
- May 6th
- May 26th JWS
- June 3rd
- June 23rd JWS (if needed)
- July 1st
- August 5th
- September 2nd
- October 7th
- November 4th
- December 2nd

* Special Meeting (Organizational and CIP)

Policy Committee 2015 (4 pm)

- January 15th
- February 12th
- March 4th
- March 12th (cancelled)
- April 16th
- May 14th
- June 11th
- July 16th
- August 13th
- September 10th
- October 15th
- November 12th
- December 10th

DRC 2015 (4 pm)

- January 7th
- January 28th
- February 25th
- March 25th
- April 29th
- May 27th
- June 24th
- July 29th
- August 26th
- September 30th
- October 28th
- November 18th
- December 16th

PC 2016

- January 6th
- February 3rd
- March 2nd
- March 21st *
- April 6th
- May 4th
- May 24th JWS
- June 1st
- July 6th
- August 3rd
- September 7th
- October 5th
- November 2nd
- December 7th

* Special Meeting (Organizational and CIP)

Policy Committee 2016 (4 pm)

- January 14th
- February 11th
- March 3rd
- March 10th
- April 14th
- May 12th
- June 16th
- July 14th
- August 11th
- September 15th
- October 13th
- November 10th
- December 15th

DRC 2016 (4 pm)

- January 6th
- January 27th
- February 24th
- March 30th
- April 27th
- May 25th
- June 29th
- July 27th
- August 31st
- September 28th
- October 26th
- November 16th
- December 14th

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 27, 2015
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

Mr. Hill called the roll for the Board of Supervisors. All Board members were present.

Mr. Hipple welcomed the members of the Planning Commission.

Mr. Rich Krapf, Chair of the Planning Commission, called the Planning Commission to order for the purpose of a Joint Meeting with the Board of Supervisors.

Mr. Paul Holt, Director of Planning and Secretary to the Commission, called the roll for the Planning Commission. All Commissioners were present except for Ms. Robin Bledsoe.

Mr. Holt welcomed Ms. Liz Friel, representative of the Community Participation Team.

C. BOARD DISCUSSIONS

1. Joint Board of Supervisors and Planning Commission Work Session – Update on the 2009 Comprehensive Plan Review, Toward 2035: Leading the Way

Ms. Tammy Rosario, Principal Planner, addressed the Board and Commissioners giving a summary of the proposed changes to the transportation section of the Comprehensive Plan. She noted that the Virginia Department of Transportation's (VDOT) review of the transportation section of the Comprehensive Plan is ongoing. The formal review for compliance with State Code will come later on in the update process.

As there were no questions regarding transportation, Ms. Rosario moved on to giving a summary of proposed changes to the Land Use Map.

Mr. McGlennon asked for more information on the Rural Economy Support designation that is proposed.

Mr. Krapf stated that he will be covering this proposed designation when discussing Land Use Application 02 and he can explain more details at that time.

Ms. Jones stated that she does not support adding another land use designation to the Comprehensive Plan. She questioned the re-titling of the Park, Public, or Semi Public Open Space Designation to Open Space or Recreation.

Ms. Rosario stated that this change was made to allow more flexibility in the use of those specific lands. For example, the Carter's Grove property would not normally be characterized as publicly owned; however, with its easement noted, it would remain in that designation.

Ms. Jones asked for more information on this change.

Ms. Leanne Pollock, Planner III, stated that the more generalized title of Open Space or Recreation would cover recreation, cultural or historical resources, open space that are buffers to historic sites, sensitive areas, natural heritage resources, and open space for general recreation or enjoyment. She read the draft language for the new description of the designation.

Mr. Onizuk clarified that the only real change in this designation is that by changing the name and removing the word public, it allows for different ownership statuses within this designation.

Ms. Pollock concurred.

As there were no other questions regarding these categories, Ms. Rosario stated that the final category that the Planning Commission Working Group addressed were the Land Use Applications themselves. Earlier this year, staff sent out notifications and advertised the Land Use designation change process. Applications from landowners were accepted until April 30, 2014. Staff received a total of nine applications from landowners, one of which was subsequently withdrawn (LU-0008-2014). Staff also initiated two sets of changes which are of a housekeeping nature. Information about the applications was presented to the public at the Community Workshops in June and the public was invited to provide comments at the meeting and through other means after the meeting. Adjacent property owners were notified of the applications and invited to attend the meetings and/or contact staff for more information.

Mr. Krapf stated that over a series of four meetings, they received presentations from staff, applicants, and comments from interested citizens on each case and discussed follow-up information on individual cases and broader issues such as the Department of Environmental Quality (DEQ) permitting situation on the BASF application, and deliberated about the proposed designations. He stated that the Commission pulled five cases for discussion this evening, as they have the broadest implications on the Land Use Map; however, the Commission is prepared to discuss all of the cases if necessary.

Mr. Tim O'Connor addressed the Board giving a summary of Land Use Application LU-0001-2014 that was included in the Agenda Packet. On December 18, 2014, the Planning Commission Working Group recommended the three properties (7809, 7819, and 7901 Croaker Road) to the west of Point O'Woods Road on the north side of Croaker Road be designated Mixed Use, with a specific description of Neighborhood Commercial uses. They also recommended having language included that would require a shared entrance with adjoining properties and a buffer adjacent to the residential neighborhood to the rear of the new Mixed Use properties.

Mr. McGlennon asked about the timeline for the widening of Croaker Road to four

lanes.

Mr. Holt stated that the timeline has not been firmed up as there is no funding for the expansion. Until then, the project is essentially on hold indefinitely.

Mr. Hipple clarified that the PCWG is recommending this change with the conditions noted in the language.

Mr. O'Connor confirmed.

Mr. Kennedy asked where the Commission would envision the egress and ingress being on those three parcels.

Mr. Holt stated that the commercial access would just depend on the Master Plan for that particular property.

Mr. Kennedy stated that the Rose Lane intersection is a very tight intersection. Mr. O'Connor concurred and stated that the Rose Lane intersection would be too tight for commercial access according to VDOT's guidelines.

Mr. Kennedy stated that the widening of Croaker Road has been on the books for many years and that we are no closer to funding it now than we were many years ago.

Ms. Rosario clarified that there is funding on the books for several iterations of preliminary engineering to be completed for the project.

Mr. McGlennon stated that he supports staff's recommendation to keep the parcels at the current designation as he does not see any improvements happening to Croaker Road in near future.

Ms. Jones stated that she supports the change recommended by the PCWG.

Mr. Krapf stated that the next case to be highlighted is LU-0002-2014 and he gave an overview of the application that was included in the Agenda Packet. Staff recommends denial of a change in land use designation to Mixed Use. However, staff would recommend approval of a designation change to a newly created "Rural Economy Support" (RES) designation. As part of a change in designation to RES, staff recommends expanding the Primary Service Area (PSA) to include the entire parcel. He stated that lands designated as RES are intended to provide a connection between the Rural Lands areas and centers of development in the PSA, serving as an approximate mid-point in the expected intensity of development between the two. Areas with this designation should be at an appropriate location to serve rural economic development or traditional agricultural/forestry uses, and should have access to appropriate infrastructure (collector or arterial road access, water/sewer). The primary recommended uses for this designation include agricultural and forestry uses (innovative or traditional), and commercial or light industrial uses that relate to the agricultural/forestry/rural use that is on the site (or on adjacent rural lands). Examples in this latter category could include wineries, restaurants, limited-scale food and beverage processing, limited scale agricultural product storage/distribution, outdoor or nature-based activities, and equestrian uses. Such uses should

be more limited in scale or impact than uses that should more appropriately be located in an industrial/light industrial park. Residential uses are only recommended as a secondary use. Staff recommends approval of a change to a new RES Designation and inclusion of the property in the PSA. The PCWG recommended deferral of this application until the Department of Environmental Quality (DEQ) water permit negotiations are finalized.

Mr. Hipple asked about the landowners feelings on the recommendations. Mr. Krapf stated that the landowner would prefer to have an Economic Opportunities (EO) designation over the RES designation.

Mr. Hipple asked if this designation was the best use of the current infrastructure in that area of the County.

Mr. Krapf stated that this is a strategic location in the County, which is why the RES designation calls for access to infrastructure like roads. The thought being that with the kinds of support activities that the RES designation calls for, like wineries or restaurants, there is the need for customers to get to the site, but also for products to be able to be trucked out.

Mr. Onizuk stated that he is supportive of the recommendation of the PCWG, but he is also cognizant of the EO for that portion of the County.

As there were no other questions regarding this case, Mr. Krapf stated that Mr. John Wright would address the next case.

Mr. Wright gave the Board an overview of LU-0003-2014 stating that Colonial Heritage requested a Land Use Designation change to incorporate the area of the 50-lot rural cluster into the PSA. Staff recommends denial of the change in Land Use designation to Low Density Residential and against bringing this property inside the PSA. The PCWG recommended approval of the request to bring approximately 220 acres inside the PSA and to designate the property Low Density Residential. Mr. Wright explained some of the rationale for the decision of the PCWG as outlined in the case materials.

Mr. Kennedy asked why bring the full 220-acre parcel into the PSA when the applicant is only asking for the 50-lot cluster to be included.

Mr. Purse, Zoning Administrator, stated that the 50 lots approved as part of the Special Use Permit in 2004 encompasses the 220 acres. If the applicant clusters those 50 lots, then there would be acreage left over that could be added on to Colonial Heritage property.

Mr. Kennedy asked if there is anything to prevent the applicant from clustering those 50 lots.

Mr. Purse stated that the applicant would have to file an application and go through the legislative process to make that change.

Mr. Kennedy asked if there was discussion with the applicant about limiting it to the 50 lots that are already approved.

Mr. Wright stated yes there was.

Mr. Holt stated that it was conveyed to the applicant that should a future legislative action be brought forward that the Planning Commission would remember that the expectation was given that it would only include these 50 lots. He stated that staff and the Board would be relying on the institutional knowledge of expectations given if this case is approved.

Mr. Hipple clarified that making this change in the designation would only allow the already approved 50 lots.

Mr. Allen Murphy, Director of Development Management, stated no, the PCWG is recommending this change on the understanding with the applicant that it only includes 50 lots, but there is nothing binding that would prevent the applicant from coming back through the legislative process for more development.

Mr. Purse stated that the current Master Plan for Colonial Heritage limits them to 50 lots on those 220 acres.

Mr. McGlennon stated that there is nothing binding on the applicant other than what has already been approved. Future development or future owners could come back for more development.

Mr. Hipple questioned the conservation area.

Mr. Purse stated that the conservation easement has not yet been dedicated; the trigger for the dedication is the ground disturbance for those 50 lots.

Mr. Hipple asked if the conservation easement would be under the control of the County or under the control of the neighborhood.

Mr. Purse stated that he cannot speak to that at this time; he would have to go back and review the proffers concerning the conservation easement.

Mr. Kennedy, Mr. Hipple, and Mr. Onizuk voiced their concerns about extending the PSA for these lots. If it is just the 50 lots, it is not as concerning, but with the potential for increased development in the future, by future legislative action, it is very concerning.

As there were no further questions or discussion, Mr. Krapf stated that the next case to be highlighted is LU-0006-2014.

Mr. Heath Richardson gave an overview of the case materials included in the Agenda Packet. He stated that staff recommends approval of changing the designation for the area south of the interchange (Tax Map IDs 0440100012, 0440100013, 0440100014, 0440100015 and approximately 131-acre portion of 0430100017) from Rural Lands and Mixed Use to Economic Opportunity. As a part of this action, staff recommends approval of bringing the approximately 131-acre portion of 0430100017 inside the PSA. Staff does not recommend approval of changing the designation for the area north of the interchange (Tax Map IDs 0440100002, 0440100003, 0440100008, 0440100009, and approximately 52-acre portion of 0430100017) from Mixed Use and Low Density Residential to Community Commercial.

However, staff does recommend retaining the Mixed Use designation on Tax Map IDs 0440100008 and 0440100009, and changing the designation of 0440100002, 0440100003, and a portion of 0430100017 from Low Density Residential to Mixed Use. The PCWG voted 8-0 to recommend approval of a change of the land use designation for a portion of the properties north of the interstate from Low Density Residential to Mixed Use, and provided guidance for specific Mixed Use language. In addition, the PCWG voted 7-1 to recommend approval of the applicant's request of a change in land use designation for the properties south of the interstate from Rural Lands and Mixed Use to Economic Opportunity, and provided guidance for specific Economic Opportunity language. As part of this motion, the PCWG deferred expansion of the PSA for the property at 9400 Barnes Road pending discussions between JCSA and the Virginia DEQ.

Mr. Kennedy stated that he notified the Board several months back that he met with members of the Hazelwood family regarding this property. He also has spoken with Mr. Russell Seymour, Director of the Office of Economic Development, who is very excited about this change and the proximity to Stonehouse Industrial Park which is mostly built out. He stated that he is generally supportive of this change, but he is not overly fond of the Mixed Use designation.

Ms. Jones agreed with Mr. Kennedy. The potential for economic development would be significant for growing the tax base. She appreciates the PCWG's deliberation considering the PSA pending the discussions between the JCSA and the DEQ. She stated that she would be supportive of including this in the PSA as part of the application.

Mr. Kennedy asked for clarification on the rationale for the Mixed Use designation.

Ms. Ellen Cooke, Planner III, stated that the Mixed Use designation carries with it the idea that the development is knit together and works together. The applicant envisions commercial uses on these properties to support employees and residents of the Stonehouse area. Staff believes that uses envisioned by the applicant under a Community Commercial designation could largely be accomplished under the Mixed Use designation with the language as proposed. The Mixed Use designation would retain a connection between this area and the larger Stonehouse Mixed Use area, which its commercial uses would likely largely serve, while also allowing for specific language more tailored to this site.

Mr. Hipple asked if Upper County Park was inside the PSA. He questioned if the PSA could be run through the park so that the park could have use of County water and sewer and perhaps upgraded later on.

Ms. Cooke stated that this application was part of the review process in 2003 and that was question was raised then as well. Staff spoke with Parks and Recreation at that time, and they did not request that that change be made to the park. She stated that during this process, the questioned had not been raised, so Planning staff has not asked Parks and Recreation about it. She stated that staff can have that conversation if the Board desires.

Mr. Hipple stated yes, even if the park is not upgraded for 20 years; at least that option would be there.

As there was no other discussion, Mr. Krapf stated that the final case that will be highlighted is LU-0009-2014.

Mr. Christopher Basic gave an overview of the case materials included in the Agenda Packet for LU-0009-2014. Staff recommended denial of the application for a variety of reasons including incompatibility with surrounding land uses, a removal of nearly 30% of the land in the County currently zoned for industrial uses, concerns cited in the letter from the Director of Civil Engineering at Joint Base Langley-Eustis, continued remediation efforts which are not yet complete, increased traffic on Pocahontas Trail, and the fact that the Virginia Dominion Transmission Line may bisect the property. The applicant has cited several reasons for the change in designation, including that the property has been marketed as industrial property for almost 20 years with little to no interest, the property has scenic views of the river that could be destroyed by an industrial use, and a Mixed Use resort could generate a significant increase in tax revenue. The PCWG was divided in its recommendation for approval as evidenced by its vote of 4-3. The PCWG worked to develop a specific description of the BASF Mixed Use Area that is detailed in the case materials.

Mr. McGlennon referenced a recent letter from Joint Base Langley-Eustis which expressed their concerns regarding a resort or vacation property on the BASF site, so close to the Base where they run considerable night training operations.

Mr. Hill stated that the letter was forwarded to the Board and subsequently to the Planning Commission earlier today.

Mr. McGlennon stated that the letter from today implies more reason to not approve the application. He stated that he believes there are better uses for the property, and he does not know why there has been an issue in marketing the property, but he is hesitant to take such a large piece of property out of the available industrial zoned land in the County. Industrial growth in the County is something that the County is looking for, so inhibiting the places that industrial operations can go in the County is counter-intuitive.

Ms. Jones asked for clarification on the proposed route of the Virginia Dominion Transmission Line.

Ms. Pollock stated that the preferred route that is currently being evaluated by the Army Corps of Engineers would cut right across the BASF property and would follow the BASF entrance road to Route 60. She stated that the final route of the transmission line is still very much up in the air due to ongoing litigation.

Mr. Kennedy asked what considerations were given to traffic along Route 60 if this change is approved.

Ms. Pollock stated that traffic concerns are one of the reasons that staff recommended denial of this case. Pocahontas Trail is expected to operate at an "F" by 2035, and the Skiffes Creek Connector road project is not fully funded. Staff believes that a resort or timeshare

facility with retail or some type of attraction might actually interfere with the current industrial operations going on in that area.

Mr. Hill clarified that the County should receive a ruling from the Virginia Supreme Court regarding the County's appeal of the Virginia Dominion Transmission Line by the end of February.

Mr. Onizuk stated that he understands the concerns of Joint Base Langley-Eustis and they are a major employer for this area. He believes that the Board needs to be very cognizant of those concerns. He stated that he is not completely against the change, but believes the Board should proceed with caution.

Mr. Hipple stated that the small road that leads back to that property is what is preventing it from being developed. If that road was improved, it would benefit the entire Grove area. Regardless of what is done with the property, the road condition will continue to be an issue.

Mr. Basic agreed with Mr. Hipple.

Ms. Pollock stated that staff looked at trip generations for different types of traffic impacts. Based on those models, the resort or vacation type of development produced the most traffic trips.

Mr. Hipple asked Mr. Hill about the 50/50 split for road projects and asked if that was something that could be looked into as we go through the Budget process. He stated that he is looking at the community down there in Grove more so than the piece of property.

Mr. Hill stated that going through the budget process, the recommendation is going to be that \$5 million be put aside each year for five years to give the County some matching funds to get some of these road projects accomplished. He stated that currently the way VDOT is running, the County is going to have to start putting money into road projects if you want to see them get done. Unfortunately for the County, there is no money set aside for roads.

Ms. Jones stated that Route 60 might be a consideration for the Hampton Roads Transportation Accountability Commission (HRTAC) as it does affect more than just our community. HRTAC seems to be funding projects that are traffic mitigation projects and Route 60 might be able to fit into that category. She stated that she supports the recommendation of the PCWG for this property. She appreciates the concerns of Joint Base Langley-Eustis and she is very supportive of their operations, but at the same time, BASF is a private property owner and their concerns should be considered as well. She believes that if manufacturing was a viable option done there, then she believes that would be more activity going on down there.

Mr. McGlennon stated that the Grove area and this end of the County is one of the major industrial centers in the County and on the peninsula. It is an area that has attracted industrial operations and is well suited for it, and to remove such a large portion of land would be detrimental. Putting in resorts or timeshares would also require large changes to the infrastructure down there which could work against the industrial operations already there.

Mr. George Drummond stated that this property has been sitting vacant for 25 years, and if someone was interested in the property for industrial use, then it would have happened already. He questioned how many acres are available in the Greenmount Industrial Park. He stated the infrastructure is already there in the Greenmount area. He stated that the Grove area is the most neglected area of the County. Changing the designation of this property could revitalize the Grove area. He stated that it would have more positives than negatives for the County.

Mr. Kennedy stated that he has many concerns including traffic. He stated the remediation on the property has factored in to the property sitting vacant.

Ms. Pollock stated that DEQ has cleared certain portions of the property for land disturbance. There are other areas that are still being evaluated by DEQ, and two portions of the property will continue to be closed to land disturbance for long-term remediation.

Mr. Krapf asked if there were any questions regarding the other Land Use applications that were not highlighted.

Mr. McGlennon asked to discuss the Xanterra property, stating that there continues to be public comment about it.

Ms. Pollock stated that Xanterra Kingsmill came forward with a Land Use Application for a change in designation for the three parcels listed in the LU-0007-2014 Case Materials included in the Agenda Packet. The applicant requested that these three parcels be changed to Low Density Residential. Staff recommended a hybrid alternative that would change 8515 Pocahontas Trail to Low Density Residential, change 101 Busch Serve Road to the revised Open Space or Recreation Designation, and leave 8581 Pocahontas Trail as Limited Industrial. The PCWG concurred with staff's recommendation.

Mr. McGlennon requested that there be reevaluation of Open Space within the properties.

As there were no other questions, Mr. Krapf stated that if there were no major concerns by the Board at this point, the PCWG and the Planning Commission will proceed onward with making these edits. He stated that he has noted the questions and concerns of the Board.

Ms. Rosario stated that the process will continue and the Comprehensive Plan update will go before the PCWG for a final vote. The documents will be forwarded on to VDOT for its review of the transportation section. The Planning Commission will then make a final recommendation and then the update will come before the Board. She stated that there appears to be some discussions still to be had, but nothing that needs to be significantly changed.

Mr. Hipple thanked the Planning Commission and PCWG for all their hard work on this process.

Mr. Richardson made a motion to adjourn the Planning Commission.

The motion passed with a unanimous voice vote with Ms. Bledsoe being absent.

At 5:45 p.m., Mr. Krapf adjourned the Planning Commission.

D. CLOSED SESSION

A motion to enter a Closed Session was made by Kevin Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

At 5:46 p.m. the Board entered Closed Session for a personnel matter, the appointment of individuals to County Boards/Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia.

At 5:55 p.m. the Board reentered Open Session.

Mr. McGlennon made a motion to certify the Closed Session.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones, (5). NAY: (0).

Mr. Kennedy made a motion to appoint Mr. Heath Richardson to a new term as the Stonehouse Representative to the Planning Commission.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones, (5). NAY: (0).

Mr. Onizuk made a motion to recommend Mr. Michael Berry to the Circuit Court Judge for appointment to the Board of Equalization, to appoint Mr. Stephen Mooreland and Ms. Katherine Preston to the Historic Triangle Bicycle Advisory Committee, and to appoint Ms. Ashley Goodroe to the Clean County Commission.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones, (5). NAY: (0).

E. ADJOURNMENT

1. Adjourn until Regular Meeting at 6:30 p.m.

A motion to Adjourn was made by Kevin Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

At 5:58 p.m., Mr. Hipple adjourned the Board.

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Bryan J. Hill
Clerk to the Board

MEMORANDUM

DATE: March 16, 2015

TO: Planning Commission

FROM: Jose Ribeiro, Senior Planner II
Leanne Pollock, Senior Planner II

SUBJECT: FY2016-FY2020 Capital Improvements Program (CIP)

The Policy Committee (Committee) annually ranks Capital Improvements Program (CIP) requests submitted by various County agencies. The purpose of this task is to provide guidance to the Board of Supervisors regarding priority projects during the budget process. After a series of meetings to discuss and rank CIP requests and to evaluate the projects for consistency with the adopted 2009 Comprehensive Plan, the Committee is forwarding its recommendations to the Planning Commission for consideration.

As described in the Code of Virginia, the CIP is one of the methods of implementing the Comprehensive Plan and is of equal importance to methods like the zoning and subdivision ordinances, official maps and transportation plans. The Policy Committee uses a 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 Committee members were then averaged to produce the Committee's final score and priority. The Committee's ranking criteria are attached for reference (see Attachment 1).

In Attachment 2, the CIP project requests from County agencies are summarized and grouped into the following general funding categories:

- *Group I:* New Projects with FY15 funds requested (projects not adopted for funding in previous CIP cycles),and
- *Group II:* Amendments to previously funded applications.

The projects are listed from highest to lowest within their prospective category; however, the priority numbers and scores are reflective of all the projects in both groupings (i.e., overall priority one is in group two). Attachment 2 is the document that is forwarded to the Board showing the Commission's priorities. Staff received more detailed applications for each project; however, rather than provide every application in the meeting packet, staff has included a brief summary for each project in Attachment 2. If there is any specific project that a Commissioner is interested in more detailed information, please contact staff in advance of the Planning Commission meeting.

RECOMMENDATION:

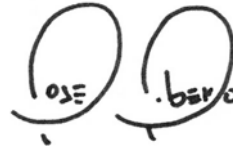
At its March 4, 2015 meeting, the Committee unanimously recommended forwarding the following FY16 Capital Improvements Program priorities to serve as a recommendation to the Board of Supervisors. The projects selected in terms of ranking are:

1. TMDL Action Plan Implementation (a)
2. Local Match for VDOT Revenue Sharing (b)
3. Chickahominy Riverfront Park Shoreline Stabilization
4. Fourth Middle School, Phase I (a)
5. Warhill Community Gym

(a) Indicates that the project has requested funds in FY16

(b) Policy Committee noted that if money is allocated in the CIP, the funding should continue to stay available for transportation projects and not be reallocated to other non-transportation related projects if the County does not immediately receive VDOT matching funds.

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



Jose Ribeiro, Senior Planner II



Leanne Pollock, Senior Planner II

Attachments:

- 1.) Policy Committee ranking criteria
- 2.) Policy Committee Capital Improvement Program Summary Spreadsheet
- 3.) Approved Policy Committee minutes from February 12, 2015
- 4.) Unapproved Policy Committee minutes from March 4, 2015 (these will be provided under separate cover by March 13th)

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 to 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 2		FY16 - CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET											
REVISED 3/9/15													
ID	Applying Agency	Project Name:	Brief Project Description	FY16 Requested \$	FY17 Requested \$	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	Total Requested \$	Agency Ranking	FY 16 PC Score:	Special Considerations*	Priority
Group I: New Projects with Funds Requested (projects not currently adopted for funding in FY15-FY19 CIP).													
A	Planning	Local Match for VDOT's Revenue Sharing Program	Creation of a fund to enable local funds to be leveraged to obtain more access to state and federal funding to complete transportation projects.	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$20,000,000	1 of 1	64	C	2
B	Parks & Rec	Warhill Community Gym	Construct a community gym/fieldhouse on the Warhill Tract.	\$0	\$7,000,000	\$0	\$0	\$0	\$7,000,000	1 of 2	44		5
Group II: Previously Funded Projects with Amendments (projects are currently in adopted FY15-FY19 CIP but require modifications)													
C	General Svcs.	TMDL Action Plan Implementation	Funding to accept grants and implement projects that provide credit to meet the Chesapeake Bay and Mill-Powhatan Bacteria TMDLs as required by JCC's MS4 permit.	\$1,083,317	\$0	\$0	\$0	\$0	\$1,083,317	1 of 1	73	A, B	1
D	Parks & Rec	Chickahominy Riverfront Park Shoreline Stabilization	Continued implementation of the Shaping Our Shores Master Plan- Shoreline stabilization along the Chickahominy River which is continuing to erode creating a safety issue for park visitors.	\$0	\$0	\$450,000	\$634,000	\$0	\$1,084,000	2 of 2	56		3
E	WJCC Schools	4th Middle School, Phase I	Refurbishment of James Blair School Board Office to address middle school capacity needs.	\$25,798,759	\$0	\$0	\$0	\$0	\$25,798,759	1 of 1	47		4
* Please see the Capital Improvement Program Ranking Criteria for full descriptions of each Special Consideration													

POLICY COMMITTEE MEETING

February 12, 2015

4:00 p.m.

County Government Center, Building A

1.) Roll Call

Present

Ms. Robin Bledsoe
Mr. Tim O'Connor
Mr. Rich Krapf
Mr. John Wright

Staff Present

Mr. Paul Holt
Ms. Tammy Rosario
Mr. José Ribeiro
Ms. Roberta Sulouff
Ms. Leanne Pollock

Others Present

Ms. Sue Mellen, FMS
Mr. John Carnifax, Parks & Recreation
Ms. Nancy Ellis, Parks & Recreation
Mr. John Horne, General Services
Ms. Fran Geissler, General Services

Mr. Tim O'Connor called the meeting to order at 4:00 p.m.

2.) Minutes

a. January 15, 2015

Ms. Robin Bledsoe moved to approve the January 15, 2015 minutes.

In a unanimous voice vote, the minutes were approved as submitted (4-0).

3.) Old Business

Mr. Paul Holt requested that the Committee review the information he provided them regarding the take-aways from the discussion on *Envision Hampton Roads* and respond with any comments or changes so that the information could be provided to the Planning Commission at its March meeting.

4.) New Business

a. FY 2016 Capital Improvements Program (CIP) Review

Ms. Leanne Pollock provided an overview of the exception year CIP process and noted that the Williamsburg-James City County School requests should be submitted for review at the March 4, 2015 Policy Committee Meeting.

The Committee first reviewed two projects with new funding requests.

Mr. Holt provided an overview of the request for funds to be used as the local match for VDOT's Revenue Sharing program.

Mr. John Wright inquired how the price of gas and the gasoline tax would figure in the amount of State funding for transportation projects.

Mr. O'Connor stated that the tax is a fixed amount per gallon.

Mr. Holt noted that much of that revenue is being shifted to the region's mega-projects.

Mr. Wright inquired about the prioritization of the projects listed in the application.

Mr. Holt responded that because there is a cap on the amount of funds that can be requested under the Revenue Sharing program, the projects have been broken into phases for projects that can be completed under that cap for a stand-alone application.

Mr. Krapf inquired about the \$34 million that is earmarked for road improvements.

Mr. Holt responded that the \$34 million are RSTP funds allocated to the Skiffes Creek Connector project. Mr. Holt noted that if that project did not go forward, the funds would need to be reallocated to an appropriate project.

Mr. Krapf inquired about restrictions on the funds.

Mr. Holt responded that the funds would need to go to another RSTP project, which could be Longhill.

Ms. Robin Bledsoe inquired whether the five projects were included in the state Six Year Improvement Plan.

Mr. Holt responded that the projects did not rank high enough to be included in the state Six Year Plan; however, all of the projects are eligible candidates for the 2040 Long Range Transportation Plan which will be adopted early in 2016.

Ms. Bledsoe inquired whether approving the project match would improve the project standing for the Revenue Sharing program.

Mr. Holt confirmed.

Ms. Bledsoe inquired about what happens to the funds if the CIP request is approved but the project is not awarded Revenue Sharing funds.

Ms. Sue Mellen responded that the funds would remain available for transportation, but could be reallocated by the Board of Supervisors for a different use.

Mr. O'Connor inquired how the \$5 million would be funded.

Ms. Mellen stated that the mechanics of funding CIP requests is part of the Board's budget discussion.

Mr. John Horne stated that all the dollars are in the County's General Fund until the Board determines how much to allocate to the CIP and how much to allocate to operating costs.

Mr. O'Connor stated that one of the weighting criteria for CIP requests is whether the project has an impact on operating costs.

Ms. Mellen stated that the operating costs referred to continuing maintenance of the specific project. In the instance of VDOT matching funds, the County would not be responsible for ongoing maintenance, but did acknowledge that in so far as a CIP project used funds, the operating budget for the County would decrease.

Ms. Nancy Ellis provided an overview of the request for funding to construct a community gym on the Warhill Tract.

Mr. Krapf inquired how critical the timing is for funding and constructing the project.

Ms. Ellis noted that the facilities are already needed due to changes in school use of their own facilities which resulted in fewer hours that the County could use those facilities. There has also been an increase in demand for facility use by local non-school sports teams. If funding is approved this year, completion of the gym is still approximately three years out.

Mr. Krapf inquired whether staffing increases are anticipated.

Ms. Ellis stated that operating costs are estimated at \$193,000. A conservative estimate of revenue generated by the facility is \$73,000 to \$75,000 per year, leaving a net of \$120,000 to be funded by the County.

Ms. Bledsoe inquired how the staffing would work if the project were a public-private venture.

Ms. Ellis stated that it would depend on how the contract is written.

Mr. O'Connor inquired about the size of the facility.

Ms. Ellis stated that the facility was designed as three full size gyms. The design will be revisited because of updated building codes and needs; however, it will be a fairly bare-bones facility and not a competitive venue or indoor arena.

Mr. O'Connor inquired whether the facility would be able to support the sports tourism initiatives.

Ms. Ellis stated that there was some potential; however, the facility was envisioned more as a space to meet school and community needs. If the design is upgraded, it would result in additional capital costs.

Mr. O'Connor inquired about a previous Parks and Recreation request for additional office space in one location.

Ms. Ellis stated that the proposed office space was designed for a different building and that has been eliminated from the CIP and the funds have been reallocated.

Ms. Bledsoe asked for confirmation that the building's purpose was to meet community needs.

Ms. Ellis stated that the original design was for community needs. Ms. Ellis noted that this request includes additional funds for necessary redesign work. Ms. Ellis further stated the

pressing need is for practice facilities and that if the funding was sufficient to fit the building to accommodate sports tourism, it would be welcome.

Ms. Bledsoe stated that sports tourism has been an important part of the Comprehensive Plan discussions. Ms. Bledsoe inquired whether the redesign could potentially be for a larger facility and incorporate stadium seating.

Ms. Ellis stated that the groups that run the tournaments need a facility for practice space and regular games before they can consider hosting more tournaments.

Ms. Bledsoe stated that she would like to ensure that the facility will be built to accommodate future needs rather than being already too small by the time it is completed.

Mr. Horne inquired whether the \$7 million is an inflation of the previous design.

Ms. Ellis stated that the figure is a new cost estimate based on the previous design with some additional funding for redesign. Ms. Ellis stated that if a larger facility were proposed, it would be more expensive.

The Committee reviewed two projects which are currently in the adopted FY15-FY19 CIP but require modifications or additional funding.

Ms. Fran Geissler provided an overview of the request for additional funding for the Total Maximum Daily Load (TMDL) Action Plan Implementation.

Mr. Wright inquired if the projects are all mandatory.

Ms. Geissler stated that each of the projects will generate the types of credits needed to meet the Chesapeake Bay TMDL requirements in the County's permit.

Mr. Wright inquired if the requirements are both State and Federal.

Ms. Geissler stated that the Federal requirements are incorporated in the State and Federal permits.

Mr. O'Connor inquired whether the County keeps a score card for meeting those goals.

Ms. Geissler confirmed that the County is tracking progress, but noted that the permit requires accomplishing certain goals in the permit before the plan to achieve those goals has been approved. Ms. Geissler noted that the report would be completed in the summer. Ms. Geissler further stated that there is a 15-year cycle and the County has to address the increasing requirements in advance. She noted that time frames to achieve longer-term goals get shorter as the cycle progresses so the County is trying to address as many goals as possible as early in the process as possible. Doing projects now is also less expensive than deferring the costs.

Ms. Bledsoe inquired when fines would occur.

Ms. Geissler stated that fines could kick in at any time if an audit was done and the County fell short of the requirements.

Mr. Wright inquired if the Yarmouth Creek and Powhatan Creek watersheds are the most critical.

Ms. Geissler stated that the highest priorities are the Skiffes Creek, Mill Creek and Powhatan Creek watersheds. Ms. Geissler further stated that certain parts of the County have been designated in the Census as urbanized, which is the focus area.

Mr. Krapf inquired about the health and safety impacts if the projects did not go forward.

Ms. Geissler responded that staff strives to implement projects that not only meet the requirements on paper but are also meaningful to the community. Ms. Geissler noted that the projects are important to the water quality for County residents.

Ms. Ellis provided an overview of the request for additional funds for the Chickahominy Riverfront Park Shoreline Stabilization.

Ms. Bledsoe inquired if there is active damaging erosion.

Ms. Ellis responded that there is a safety issue and several campsites are currently not usable and that the shoreline is actively continuing to erode.

Ms. Ellis noted that the initial figures for the project were based on implementing the Shaping Our Shores Master Plan. Ms. Ellis stated that the current figures reflect a design that is based on the existing conditions.

Ms. Bledsoe inquired about what would happen if the project were not implemented in the next three-to-five years.

Ms. Ellis responded that it would be necessary to take more campsites out of use and close down portions of the park.

Ms. Bledsoe inquired how soon this would happen.

Ms. Geissler responded that it would depend on storm activity. Ms. Geissler also stated that the project would generate a substantial amount of credits for the TMDL program. Ms. Geissler noted that the Stormwater Division did not have a good source for grant funding for this type of project; however, Parks and Recreation was able to secure a grant which would benefit both divisions.

Ms. Bledsoe asked for more detail on the credits.

Ms. Geissler stated that each ton of soil that is lost through erosion creates a huge impact. Ms. Geissler gave the example that if the shoreline is eroding at 200 tons per year and the stabilization project reduces that to two tons a year, that generates a 198 ton credit for

sediment reduction. Ms. Geissler stated that reduction of phosphorus and nitrogen is associated with the reduction in sediment.

Mr. O'Connor inquired whether the beach will nourish itself as a result of the project.

Ms. Geissler stated that the design should allow the beach to replenish.

Mr. O'Connor inquired whether the slope would be armored.

Ms. Geissler stated that the breakwaters would do most of the work to prevent further erosion similar to the Jamestown Beach project.

Mr. Wright inquired whether the breakwaters would be visible.

Ms. Geissler responded that they would be visible.

Mr. O'Connor inquired if there were any further questions or comments about any of the projects.

Ms. Bledsoe stated that she hoped that transportation funds would remain with the project they were awarded to rather than being transferred to another project.

Mr. O'Connor stated that this could be included in the Planning Commission's recommendation to the Board.

Mr. Wright inquired whether the County put funds in a reserve for maintenance.

Mr. Horne stated that the County does not own or maintain the roads.

Mr. Holt stated that other than individual projects, there is no regular County funding allocated for road improvements.

Mr. O'Connor stated that it appears that the County Administrator is working to establish a reserve so that when State funds become available, the County will be prepared to apply for those funds.

Mr. O'Connor thanked the Committee and staff for their participation in the process.

Ms. Pollock stated that members can begin filling out the weighting sheet for the projects already reviewed since each project is considered on its own merit. Ms. Pollock requested that members provide their scores prior to the March 4 meeting.

5.) Adjournment

Mr. Krapf, Ms. Bledsoe and Mr. Wright made a joint motion to adjourn.

The meeting was adjourned at approximately 4:56 p.m.

Tim O'Connor

POLICY COMMITTEE MEETING

March 4, 2015

4:00 p.m.

County Government Center, Building A

1.) Roll Call

Present

Ms. Robin Bledsoe
Mr. Tim O'Connor
Mr. Rich Krapf
Mr. John Wright

Staff Present

Mr. Paul Holt
Ms. Tammy Rosario
Mr. José Ribeiro
Ms. Leanne Pollock

Others Present

Ms. Sue Mellen, FMS
Mr. Marcellus Snipes, W-JCC Schools

Mr. Tim O'Connor called the meeting to order at 4:00 p.m.

2.) Minutes

a. February 12, 2015

Ms. Robin Bledsoe moved to approve the February 12, 2015 minutes.

In a unanimous voice vote, the minutes were approved as submitted (4-0).

3.) Old Business

a. FY 2016 Capital Improvements Program (CIP) Review

Ms. Leanne Pollock provided an overview of the status of the review process and noted that scores for the four projects reviewed at the previous meeting had been received and tabulated.

Ms. Pollock stated that one application for a 4th Middle School, Phase I was received from the Williamsburg-James City County Schools.

Mr. Marcellus Snipes provided an update on the use of funds previously allocated for design and the current request for \$25 million for a 625 student facility on the James Blair site.

Ms. Mellen noted that this figure was the total cost and that the actual County share was still being negotiated with the City of Williamsburg.

Ms. Bledsoe inquired if the proposed facilities would be ample enough to cover projected enrollment since there had been discussion about needing to accommodate a projected 900 students.

Mr. Snipes responded that the Superintendent was looking at how many students could be accommodated with the funds earmarked for classroom expansion. Mr. Snipes further stated that in 2018 and 2019 the Hornsby and Toano middle schools will be over capacity. Mr. Snipes noted that Berkeley Middle School is already over capacity.

Mr. Krapf inquired whether there is a contingency plan should the project not be funded.

Mr. Snipes responded that currently there are mobile classroom units at Berkeley Middle School and that three additional mobile classroom units could be added at that location along with three units at Hornsby and Toano middle schools. Mr. Snipes noted that each unit accommodates 25 students; however this does not address the impact on core spaces such as the cafeterias and media centers.

Mr. Wright inquired about the percentage enrollment increase projected for James City County.

Mr. Snipes stated that an additional 200 students are anticipated for the next school year.

Ms. Sue Mellen noted that the percentage is slightly less than 2% per year.

Ms. Bledsoe inquired if the 625 students includes the overflow from Berkeley, Toano and Hornsby middle schools as well as new enrollment.

Mr. Snipes responded that it includes the overflow at Berkeley as well as projected new enrollment.

Ms. Bledsoe stated that her questions were to ensure that the facility that is proposed will be large enough to accommodate future needs.

Mr. Wright inquired if the construction funds come from bonds and the operating funds from the general fund.

Ms. Mellen confirmed.

Mr. Wright inquired about the repayment on the bonds and the interest rate.

Ms. Mellen stated that the repayment period is generally 20 years. Ms. Mellen further stated that the rate was less than three percent when the County last refinanced. Ms. Mellen noted that the bonds would not be issued until closer to when the contract for construction is awarded so interest rates could change in that time period.

Mr. Wright inquired whether issuing bonds for the middle school would affect the County's AAA rating.

Ms. Mellen stated that the debt falls within the County's financial plan and should have no effect on the AAA rating. Ms. Mellen did note that it would limit other borrowing.

Mr. O'Connor inquired where the administrative offices would go if it were necessary to proceed with Phase 2.

Mr. Snipes stated that the future location of the administrative offices has not been determined. He stated that additional middle school capacity would likely not be needed until 2023/2024 based on the current long-range projections.

Mr. O'Connor noted that the proposal would have a significant impact on the operating budget.

Mr. Wright inquired about the bid timeline.

Mr. Snipes stated that the RFP for construction would go out in March 2016 so that they would be ready to move forward in April 2017.

Mr. Wright inquired about how the selection would be made.

Mr. Snipes responded that the contract would be awarded to the company that best met the criteria, including experience and cost.

Mr. Krapf inquired about the rationale for incurring costs for new designs when the County already owned the rights to other school designs which could potentially be updated and modified for this project.

Mr. Snipes stated that the plan is to have a facility that will be viable for learning over the next 50 years. Mr. Snipes further stated that the design needs trend toward having flexible learning spaces where students can receive individual instruction when necessary, which the older school designs may not have accounted for. Mr. Snipes also noted that reuse of a design would depend on whether it would fit the site and in the case of the James Blair site, the site is much smaller than other schools.

Mr. Krapf noted that the right to the new design should be acquired for future re-use.

Mr. O'Connor inquired whether the Committee wanted to rank this project and consider the priority recommendations.

Mr. Holt noted that if the work was completed at this meeting the Committee could cancel the meeting scheduled for March 12.

The Committee concurred.

The members considered the application and provided their scores. The application received an overall score of 47. The Committee noted that the proposal was not in harmony with the recommendations of the Comprehensive Plan for middle school sites and is not a long-term solution to capacity needs.

Ms. Pollock provided the Committee with the results of the scores. Based on the average scores of Policy Committee members, the priorities were:

1. TMDL Action Plan Implementation
2. Local Match for VDOT's Revenue Sharing Program
3. Chickahominy Riverfront Park Shoreline Stabilization
4. 4th Middle School, Phase 1
5. Warhill Community Gym

Ms. Pollock noted that at the previous meeting it was stated that the recommendation should include that funds allocated for transportation should remain earmarked for transportation and not be reallocated to other projects.

Ms. Mellen noted that the revenue sharing funds may not appear in the CIP since they would not create a new physical asset owned by the County, but may appear in a separate matching funds account which would make it easier to administer and keep funds allocated for transportation projects specifically.

Mr. Wright moved to cancel the March 12, 2015 meeting and approve the CIP priority recommendations.

In a unanimous voice vote, the March 12, 2015 meeting was cancelled and the CIP priorities were approved (4-0).

Mr. Holt inquired if the Committee had any comments or recommendations on the CIP process.

Mr. Krapf stated that the timeline worked well. Mr. Krapf stated that the weighted scoring process was much more equitable.

The Committee agreed that the process worked well and no changes were recommended.

Ms. Rosario noted that if the Planning Commission completes its work on the Comprehensive Plan in May, there is an opportunity to be on the Board of Supervisors May 28 work session agenda which is when the Comprehensive Plan Review could be turned over to the Board for consideration in June.

4.) Adjournment

Mr. Wright moved to adjourn.

The meeting was adjourned at approximately 4:53 p.m.

Tim O'Connor