

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room ~ 101 Mounts Bay Road, Williamsburg VA 23185
Special Meeting
March 20, 2017
6:00 PM

A. CALL TO ORDER

1. Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

B. ROLL CALL

1. Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

C. PUBLIC COMMENT

1. Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

D. CONSENT AGENDA

E. REPORTS OF THE COMMISSION

F. PUBLIC HEARINGS

1. Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

G. PLANNING COMMISSION CONSIDERATIONS

H. PLANNING DIRECTOR'S REPORT

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

ATTACHMENTS:

	Description	Type
▣	Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/14/2017 - 3:25 PM

AGENDA
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center, Building F
March 20, 2017
6:00 p.m.

A. ROLL CALL

B. ANNUAL ORGANIZATIONAL MEETING

1. Election of Officers*
2. Proposed Calendar for 2017-2018 Calendar

C. PUBLIC COMMENT

D. PUBLIC HEARING

1. Review of the FY 2018–FY 2022 Capital Improvements Program

E. COMMISSION DISCUSSION AND REQUESTS

F. ADJOURNMENT

- * Per the adopted Planning Commission Bylaws, the newly elected officers shall preside beginning at the next regular meeting (April 5, 2017). Committee appointments will be made by the new chair at that time as well.

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed Calendar for 2017-2018

The proposed meeting calendar for 2017-2018 is attached.

Staff recommends adoption of the Planning Commission, Development Review Committee (DRC), and Policy Committee meeting dates and times through March 19, 2018, as shown.

Meeting dates and times shown after March 19, 2018 are placeholder dates.

Planning Commission 2017/18 (7PM)

- April 5
- May 3
- May 23 Joint Work Session w/BOS (4pm)
- June 7
- July 5
- August 2
- September 6
- October 4
- November 1
- December 6
- January 3 (2018)
- February 7 (2018)
- March 7 (2018)
- March 19 (2018) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2017/18 (4PM)

- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14
- January 11 (2018)
- February 8 (2018)**
- February 15 (2018)**
- February 22 (2018)**
- March 8 (2018)

**CIP Meetings

DRC 2017/18 (4PM)

- March 29
- April 19
- May 24
- June 21
- July 19
- August 23
- September 20
- October 18
- November 15 (1 wk. early for holiday)
- December 20
- January 24 (2018)
- February 21 (2018)

Planning Commission 2018/19 (7PM)

- April 4
- May 2
- May 22 Joint Work Session w/BOS (4pm)
- June 6
- July 4 (Reschedule date TBD)
- August 1
- September 5
- October 3
- November 7
- December 5
- January 2 (2019)
- February 6 (2019)
- March 6 (2019)
- March 18 (2019) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2018/19 (4PM)

- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13
- January 10 (2019)
- February 14 (2019)**
- February 21 (2019)**
- February 28 (2019)**
- March 14 (2019)

**CIP Meetings

DRC 2018/19 (4PM)

- March 28
- April 18
- May 23
- June 20
- July 18
- August 22
- September 19
- October 24
- November 14 (1 wk. early for holiday)
- December 19
- January 23 (2019)
- February 20 (2019)

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II, and Savannah Pietrowski, Senior Planner

SUBJECT: FY 2018-2022 Capital Improvements Program (CIP)

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Policy Committee ranking criteria	Backup Material
▣	Policy Committee CIP summary spreadsheet	Backup Material
▣	Approved Policy Committee minutes from February 9, 2017	Backup Material
▣	Approved Policy Committee minutes from February 23, 2017	Backup Material
▣	Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Publication Management	Burcham, Nan	Approved	3/13/2017 - 2:20 PM

MEMORANDUM

DATE: March 20, 2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner

SUBJECT: Fiscal Year 2018-2022 Capital Improvements Program

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process. After a series of meetings to discuss and rank the CIP requests and to evaluate the projects for consistency with the Comprehensive Plan, "*Toward 2035: Leading the Way*," 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 (Attachment No. 1).

In Attachment No. 2, the CIP project requests from County departments and WJCC Schools are summarized. This year there was a total of 18 projects submitted for consideration by the Policy Committee - four from James City County departments and 14 from WJCC Schools. The projects total \$44.8 million, with \$4.46 million of that total identified for FY 18. The only proposed County projects that have been previously included in the Board's five-year CIP are the Stormwater Division's and the Planning Department's requests. Some of the improvements proposed by WJCC Schools were included in prior CIPs, however, estimates and completion timelines have been amended.

Attachment No. 2 also identifies the Committee's ranked priorities for these projects and includes a brief summary for each. The projects are listed from highest to lowest. This is the document that will also be forwarded to the Board of Supervisors showing the Commission's priorities. The full set of materials provided with each application can be found in the CIP materials posted online for the [February 9, 2017](#) Policy Committee meeting.

Staff Recommendation:

At its February 23, 2017 meeting, the Committee unanimously recommended forwarding the following FY 18-22 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order. Following discussion at the Policy Committee meetings, special considerations and/or supplemental information has been provided for several of these projects, as denoted:

1. Stormwater neighborhood drainage improvements*
2. Transportation match*
3. James City County Marina improvements
4. D. J. Montague Elementary School parking lot*/**
5. Jamestown Beach Event Park improvements

6. Jamestown High School core space/cafeteria expansion
7. D. J. Montague Elementary School entrance redesign*
8. Norge Elementary School entrance redesign*
9. Berkeley Middle School entrance redesign
10. Lafayette High School entrance redesign
11. James River Elementary School entrance redesign
12. Stonehouse Elementary School entrance redesign
13. Toano Middle School entrance redesign
14. Rawls Byrd Elementary School entrance redesign
15. Matthew Whaley Elementary parking lot expansion
16. Jamestown and Warhill High School expansions
17. Berkeley Middle School well removal
18. Berkeley Middle School baseball field refurbishment

* *These projects are requesting funding in FY 2018.*

** *WJCC Schools has indicated that this project is the result of a legal mandate regarding Americans with Disabilities Act compliance and must be completed by September 30, 2017. An aerial map is provided for your reference in Attachment No. 5.*

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

JR/SP/nb

FY18-FY22CIP-mem

Attachments:

1. Policy Committee ranking criteria
2. Policy Committee CIP summary spreadsheet
3. Approved Policy Committee minutes from February 9, 2017
4. Approved Policy Committee minutes from February 23, 2017
5. Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School

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)?	

FY18 - 22 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

Attachment 2
REVISED 03/8/17

Applying Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	FY21 Requested \$	FY22 Requested \$	Total Requested \$	Agency Ranking	FY 18 Policy Committee Score:	Special Consideration	Priority	Other notes
General Services	Stormwater Neighborhood Drainage Improvement and Water Quality Improvements	Drainage improvements to address undersized and aging systems, restore eroding stream channels, and treat runoff pollution.	\$2,634,000	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$12,544,000	1 of 1	92	Y	1	This project has requested funds in FY18.
Planning	Transportation Match	Various transportation projects, including Longhill Road, Croaker Road and Pocahontas Trail from Fire Station #2 to James River Elementary School.	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000	1 of 1	77.5	Y	2	This project has requested funds in FY18.
Parks & Recreation	James City County Marina	Replacement of bulkheads with vegetated shoreline and floating docks and replacement of a fuel tank.	\$0	\$0	\$880,000	\$1,340,000	\$0	\$2,220,000	1 of 2	72.9	Y	3	
WJCC Schools	D.J. Montague Elementary School Parking Lot	Improvements to parking lot and sidewalk areas in accordance with the American with Disabilities Act (ADA).	\$80,500	\$0	\$0	\$0	\$0	\$80,500	1 of 14	59.1	Y	4	This project has requested funds in FY18. WJCC Schools has indicated that this project is the result of a legal mandate regarding ADA compliance and must be completed by September 30, 2017. A location map is provided.
Parks & Recreation	Jamestown Beach Event Park Improvements	Various projects, including the installation of restroom facilities, providing eletrical power to event area, paving of roads and drop off areas, installation of picnic areas, creating permanent parking in current overflow lot, paving ADA trail and construction of new trail.	\$0	\$0	\$333,000	\$1,300,000	\$0	\$1,633,000	2 of 2	56.9	Y	5	
WJCC Schools	Jamestown High School Core Space/Cafeteria Expansion	Expansion of the cafeteria/core space by enclosing a portion of the courtyard to create additional space for students.	\$0	\$2,008,500	\$0	\$0	\$0	\$2,008,500	2 of 14	40		6	
WJCC Schools	D.J. Montague Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$140,000	\$0	\$0	\$0	\$0	\$140,000	3 of 14	36	Y	7	This project has requested funds in FY18.
WJCC Schools	Norge Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$105,000	\$0	\$0	\$0	\$0	\$105,000	4 of 14	35.9	Y	8	This project has requested funds in FY18.
WJCC Schools	Berkeley Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,176	\$0	\$0	\$0	\$110,176	5 of 14	35.8	Y	9	
WJCC Schools	Lafayette High School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,177	\$0	\$0	\$0	\$110,177	6 of 14	35.6	Y	10	
WJCC Schools	James River Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$39,669	\$0	\$0	\$0	\$39,669	7 of 14	35.5	Y	11	
WJCC Schools	Stonehouse Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$162,055	\$0	\$0	\$162,055	8 of 14	35.4	Y	12	
WJCC Schools	Toano Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$129,814	\$0	\$0	\$129,814	9 of 14	35.3	Y	13	
WJCC Schools	Rawls Byrd Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$0	\$93,159	\$0	\$93,159	10 of 14	35.1	Y	14	
WJCC Schools	Matthew Whaley Elementary School Parking Lot Expansion	Addition of 46 paved parking spaces and a new BMP.	\$0	\$319,815	\$0	\$0	\$0	\$319,815	11 of 14	31.5		15	
WJCC Schools	Jamestown and Warhill High School Expansions*	Construction of additional instructional spaces to address capcacity issues.	\$0	\$0	\$0	\$2,572,396	\$14,855,630	\$17,428,026	14 of 14	30.3		16	
WJCC Schools	Berkeley Middle School Well Removal	Removal of an old well from the school property.	\$0	\$0	\$0	\$77,621	\$0	\$77,621	13 of 14	27.4	Y	17	
WJCC Schools	Berkeley Middle School Baseball Field Refubishment	Regrading and reseeding the field, and replacing the backstop.	\$0	\$0	\$0	\$106,136	\$0	\$106,136	12 of 14	25.3		18	

* These requests were submitted in the same application

Total	\$4,459,500	\$6,581,337	\$5,617,869	\$9,193,312	\$18,955,630	\$44,807,648
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MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 9, 2017
4:00 PM

A. CALL TO ORDER

Mr. John Wright called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. John Wright, Vice Chair

Mr. Heath Richardson

Mr. Danny Schmidt

Absent:

Mr. Rich Krapf, Chair

Staff:

Mr. Paul Holt, Director of Community Development and Planning

Ms. Sue Mellen, Director of Financial & Management Services

Ms. Tammy Rosario, Principal Planner

Mr. Jose Ribeiro, Senior Planner II

Ms. Savannah Pietrowski, Senior Planner

Ms. Tori Haynes, Community Development Assistant

Mr. Tom Leininger, Community Development Assistant

C. MINUTES

There were no minutes to approve.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

1. FY2018-2022 Capital Improvements Program (CIP) Review

Mr. Jose Ribeiro stated that the purpose of the meeting is to review, discuss and evaluate the Fiscal Year 2018-2022 CIP. Mr. Ribeiro stated that there have been 18 applications. Mr. Ribeiro mentioned that the County has received an application from General Services, two applications from Parks & Recreation, one application from Planning, and 14 applications from the Williamsburg-James City County schools. Mr. Ribeiro noted that if the Policy Committee has any

specific questions regarding the individual projects the Planning Department can help and get the answers from the department head or schedule them to come in at the next meeting. Mr. Ribeiro opened the floor for discussion.

Mr. John Wright asked if the Policy Committee would go through the applications one at a time and discuss the general application and the expectations.

Ms. Tammy Rosario stated that it was the Policy Committee decision if they wanted each department division representative prepared to walk through each application or if they wanted it on a Q and A basis.

Mr. Heath Richardson responded that he had some questions regarding the overall process. Mr. Richardson asked if the two return items were the transportation match and the Stormwater.

Mr. Ribeiro stated that it was correct.

Mr. Richardson stated that the Jamestown Event Park improvements and the marina were discussed last year, but did not know if they were different this year than last.

Ms. Rosario stated that the Policy Committee heard about them last year, but were not part of the adopted CIP.

Mr. Danny Schmidt asked if the Stormwater project is exactly the same or not.

Mr. Richardson responded that this is the new CIP entry for this year that they were considering the end of last year's approvals.

Mr. Schmidt mentioned that the Stormwater report was very thorough and that he did not have any questions.

Mr. Richardson stated that he looked at the rest of the committee's numbers and mentioned that all members' results are consistent.

Mr. Wright mentioned that Stormwater is a mature program and there was not enough money to do it all at once. Mr. Wright did not have any concerns at the moment. Mr. Wright stated that he found it hard to put another project above Stormwater.

Mr. Richardson stated that he felt the same about the Transportation Matching request as we had the opportunity to get matching funds. Mr. Richardson stated that he felt the operational budget influenced him rank the projects. He stated he ranked the Jamestown and Warhill High School expansions higher due to the overall cost.

Mr. Wright agreed with Mr. Richardson and added that the Grove Area had always had congestion and safety issues. Mr. Wright stated that the project would make the area more livable and increase the economic opportunity in the

community. He stated one of the biggest issues in the Grove Area is the number of children along the road and saw this primarily as a safety improvement.

Mr. Paul Holt stated that the project had a number of safety improvements to get the busses out of the travel lanes and to decrease the number of kids walking or biking in the street.

Mr. Wright stated that the school expansion is a large task for the County to take on.

Mr. Richardson ranked the schools' entrances higher this year because it seems to be a repeat need.

Ms. Mellen stated that the schools have expanded their CIP process.

Mr. Richardson stated that the school expansions are other needs.

Ms. Rosario stated that the schools are phasing the projects over the five-year CIP timeframe so the requests largely mirror last year's.

Mr. Holt mentioned that the safety need is important to look at as repeat applications are submitted.

Mr. Richardson stated that it will be valuable to have someone from the schools to come in to a future meeting.

Mr. Wright asked if anyone needed to hear more on the transportation projects.

Mr. Richardson, Mr. Wright and Mr. Schmidt all felt comfortable on the transportation projects.

Mr. Wright asked if anyone would like to hear more on the Jamestown Marina.

Mr. Schmidt asked if attendance had changed since the parking change in 2016. Mr. Schmidt felt that an email could be easier than having them come in to answer the question. Mr. Schmidt asked that if the County is going to make the improvements, is the visitation trending upward.

Mr. Holt stated that the Planning staff will send out an email for more information.

Mr. Wright asked if Stormwater needed any more detail discussion.

Mr. Richardson stated that the Stormwater project is a clear number one from all four committee members.

Mr. Schmidt asked if the Stormwater project is broken down into individual projects.

Ms. Mellen stated that they have a large list and they prioritize internally.

Mr. Wright stated that the committee felt good about the Stormwater project.

Mr. Richardson asked if the Schools gave the projects in their priority order.

Mr. Ribeiro confirmed that they did.

Mr. Wright asked that he would like more details on the Montague Elementary parking lot improvements.

Mr. Wright had concern about spending money on the Jamestown High School cafeteria expansion when there is the possibility of a new expansion in the future. Mr. Wright asked where the student growth is going.

Mr. Richardson agreed with Mr. Wright and asked if the vision to move forward was to expand the current campuses or to completely build a new school.

Mr. Wright asked for more information so he could make the right decision.

Mr. Schmidt stated that the overflow parking lot at Matthew Whaley Elementary School is gravel with erosion issues. Mr. Schmidt stated that the parking lot cannot be plowed in the winter. Mr. Schmidt stated that it was more of a convenience issue rather than a safety issue.

Mr. Ribeiro asked if there were any specific questions on the application.

Mr. Wright asked where the Best Management Practice (BMP) would be located to ensure there would be no safety concerns.

Mr. Wright noted that the baseball field refurbishment was low on his priority list. Mr. Wright asked if anyone wanted to hear additional details on the baseball field refurbishment.

Mr. Richardson and Mr. Schmidt both felt they did not want additional details on the project.

Mr. Wright felt that the cost of the refurbishment was too high to be ranked above the safety projects and stated he had safety questions regarding the well removal.

Mr. Richardson also asked for details for the Berkeley Middle School well removal.

Mr. Wright felt that if there were safety issues then he would move the project up higher up his priority list.

Mr. Richardson asked if there were any emergency funds for the schools.

Ms. Mellen stated that she did not believe they had a contingency fund. Ms. Mellen stated that the schools had a half-million dollar budget. Ms. Mellen stated

that if there was an emergency they would remove a project.

Mr. Richardson asked if the Committee would like more information on the school expansion.

Mr. Wright and Mr. Schmidt both replied yes.

Mr. Schmidt stated that the well report mentioned that this would prevent any safety accidents from the well site.

Ms. Rosario stated that we would bring this concern to the school when they are here.

Mr. Wright stated that the CIP item for Jamestown and Warhill High Schools expansions were \$17 million. Mr. Wright ranked the project higher because of the amount of money.

Mr. Holt stated that this can be added to the conversation when the school is here to answer questions.

Mr. Wright had concerns with over capacity of the school. Mr. Wright stated that with the pressure from new families moving in over the next year, he wanted more details on the project and growth trends.

Mr. Richardson felt the schools are still trying to figure out the expansion and that is why it was ranked lower.

Mr. Wright asked for more information on the expansion plan. Mr. Wright asked if Mr. Schmidt would like the schools to come in and talk about the overall program.

Mr. Schmidt confirmed he would like them to come in.

Mr. Ribeiro asked if there was a specific school.

Mr. Wright felt that Montague Elementary School stood out because the schools ranked it highest. Mr. Wright felt that it might be time to begin picking a couple of schools at a time.

Mr. Holt stated that each project is depended on the architectural costs.

Mr. Wright stated that if we cannot afford the project that is \$140,000, we would implement a couple of cheaper projects.

Ms. Mellen stated that after the rankings, a conversation would take place with the school regarding what could be funded. Ms. Mellen stated that a five-year schedule can help get all of the school projects completed.

Mr. Wright stated that if the schools keep bringing back the redesigns that it was time to start picking some to get completed.

Mr. Richardson asked Ms. Mellen what is being provided to the Board of Supervisors in regards to the budget.

Ms. Mellen stated that they bring a County Administrator proposed budget balanced over a five-year project as well as the rankings of all the projects.

Mr. Wright asked what dates are critical for Ms. Mellen to complete her tasks.

Ms. Mellen stated that March 20 is when the rankings will come in and she can put together the budget. Ms. Mellen stated the budget is to be released by the end of March.

Ms. Rosario stated there are a couple of meetings planned, two with discussions department agencies and one meeting to finalize the rankings. Ms. Rosario stated with only the schools coming a meeting could likely be canceled.

Mr. Ribeiro confirmed that only schools will need an in-person follow up.

Mr. Wright confirmed. Mr. Wright asked Ms. Mellen how much money could be available for capital budget.

Ms. Mellen stated that it was a matter of prioritizing and that there was not any more money to be added to the CIP. Ms. Mellen stated that the approximate amount is over \$10 million.

Mr. Holt stated that there were other programs competing for that same money.

Mr. Wright asked where the cutoff line for their priorities was.

Ms. Mellen stated that emergency issues can jump to the top of the list.

Mr. Holt stated that some of the details will be in the County Administrator's proposed budget.

Mr. Wright asked if there was any additional information needed from the committee.

Mr. Ribeiro stated that there is no needed information and confirmed the next meeting at 4 p.m. on February 23.

E. ADJOURNMENT

Mr. Schmidt made a motion to Adjourn.

Mr. Wright adjourned the meeting at approximately 5:05 p.m.

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 23, 2017
4:00 PM

A. CALL TO ORDER

Mr. Rich Krapf called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. Rich Krapf, Chair
Mr. Heath Richardson
Mr. Danny Schmidt

Absent:

Mr. John Wright

Staff:

Ms. Sue Mellen, Director of Financial & Management Services
Mr. John Carnifax, Director of Parks & Recreation
Ms. Nancy Ellis, Parks Administrator
Ms. Christina Berta, Chief Finance Officer
Mr. Marcellus Snipes, Senior Director for Operations
Mr. Alan Robertson, Facilities Manager Coordinator
Ms. Tammy Rosario, Principal Planner
Ms. Savannah Pietrowski, Senior Planner
Mr. Tom Leininger, Community Development Assistant

C. MINUTES

1. October 13, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 13, 2016, meeting minutes.

The motion passed 3 - 0.

2. October 17, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 17, 2016, meeting minutes.

The motion passed 3 - 0.

3. November 10, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the November 10, 2016, meeting minutes.

The motion passed 3 - 0.

D. OLD BUSINESS

1. FY 2018-2022 Capital Improvements Program (CIP) Review

Mr. Rich Krapf began the discussion of the Capital Improvements Program (CIP) review with Parks & Recreation. Mr. Krapf asked what the projected revenue of the marina will be with the addition of the brewery and food trucks.

Mr. John Carnifax stated that he can give the revenue for the marina and the rentals associated with the marina. Mr. Carnifax stated that the County leased part of the property to the Economic Development Authority and they have a lease with the micro-brewery. He stated that the revenue from the brewery would go to the County unlike the rentals from the marina. Mr. Carnifax stated that the marina brings in about \$240,000 a year in revenue and requires approximately \$200,000 in operating costs. Mr. Carnifax also provided a summary of the improvements coming to the marina.

Mr. Krapf clarified that the CIP project would upgrade the entire parcel of the marina including stormwater compliance, shoreline restorations and other amenities.

Mr. Carnifax agreed that the entire parcel would receive an upgrade.

Mr. Krapf asked if the changes to the parking lot location has impacted the attendance at the Jamestown Beach Event Park.

Mr. Carnifax stated that last year a new parking fee was implemented for non-residents. Mr. Carnifax stated that it is difficult to determine if any attendance and revenue changes were due to the fee or the parking lot location. He stated the approximate revenue from the parking was \$35,000, which is an increase, despite lower attendance numbers.

Ms. Nancy Ellis stated that they also expanded their concessions to include more rentals and food items which resulted in a higher revenue from the previous year.

Mr. Krapf asked if the D.J. Montague Elementary School redesign was mandated due to a legislative action.

Ms. Christina Berta stated that the redesign was a mandated Americans with Disabilities Act (ADA) upgrade. She stated that it was a compliance issue that needed to be fixed by September.

Mr. Krapf asked for additional information on the Jamestown High School core space and if it was a temporary fix to a greater need for high school expansions overall.

Ms. Berta stated that there is a trigger point that when any school reaches 90% capacity, the Schools begin plans for an expansion to avoid a new school. Ms. Berta stated that Jamestown High School is 139 students above capacity. She stated that the three lunch periods are overcrowded. Ms. Berta stated that the Warhill High School will hit the 90% capacity point in 2022.

Mr. Heath Richardson asked what the course of action was for the next decade for expansion on the current locations.

Mr. Marcellus Snipes stated that Jamestown and Warhill High Schools both have the

ability to expand on-site, however, Lafayette High School does not. Mr. Snipes stated that the consultant's enrollment predictions in the past have been accurate within 1%.

Mr. Alan Robertson stated the schools have been design in a way to allow for future expansions.

Mr. Snipes stated that the Jamestown High School cafeteria holds about 480 students and that it is approaching capacity with only two serving lines for 1,300 students.

Mr. Richardson stated that this information has been very helpful and it is invaluable for the public to know these plans exist.

Mr. Danny Schmidt asked if the addition of eight classes for Jamestown High School was the maximum amount of space that could be expanded.

Mr. Snipes stated that the space was limited on both the north and south side.

Mr. Robertson added that the core spaces are the big restraining areas.

Mr. Krapf asked where the best management practice (BMP) would be located at the Matthew Whaley Elementary School.

Mr. Robertson stated that he did not know where the BMP would be located. Mr. Robertson stated that this is the smallest parking lot and that 40-50 spaces are in the gravel portions. He stated that the gravel lot is a part of the current BMP and if it is paved a BMP will be needed. Mr. Robertson stated that they did not know where or how large until they begin the final design.

Mr. Schmidt asked what the depth of the BMP would be.

Mr. Snipes stated that there would not be much depth to the BMP.

Mr. Krapf asked if pervious cover was looked into when considering paving the parking lot.

Mr. Robertson stated that they have used it for parking spaces, but not for an entire lot.

Mr. Krapf asked if the Berkeley Middle School well removal was a safety hazard.

Mr. Robertson stated that there is a path adjacent to the old utility structure containing the well. He stated there was a concern that pedestrians walking by could enter the structure and the well is located within. Mr. Robertson mentioned that it is a safety concern, but not a very high concern as there is a locked door.

Mr. Snipes provided a photograph of the facility and stated that the facility needs to be demolished.

Mr. Krapf inquired if the committee had any additional items for discussion.

Mr. Richardson stated that he would like to echo Mr. Krapf's earlier compliments to WJCC Schools on their CIP submissions.

Mr. Krapf inquired if the rank order had changed at all during the Feb. 9 meeting.

Ms. Rosario replied that there were no changes to the order at that meeting, but that could be a part of today's discussion.

Mr. Schmidt noted that the members' rankings were all very similar.

Mr. Krapf asked if staff could forward the ranking to the committee following the meeting.

Ms. Savannah Pietrowski confirmed.

Mr. Krapf inquired where the D.J. Montague application fell in the ranking.

Ms. Pietrowski stated that it was fourth overall and first out of the WJCC Schools applications.

Mr. Krapf stated that fourth overall for the Montague Elementary School parking lot was a good spot for the project.

Ms. Sue Mellen mentioned that the marina is not up for funding in this upcoming year so the parking lot expansion is technically third.

Ms. Tammy Rosario stated that the schools typically receive capital funds as part of their funding arrangement with the Board.

Ms. Mellen stated that there is money to address a majority of the needs.

Mr. Krapf asked the committee members if they wanted to make any changes to their grading sheet.

Mr. Richardson stated he felt comfortable with the grading.

Mr. Krapf stated that Mr. John Wright was also comfortable with his grading of the projects.

Mr. Richardson motioned to move the CIP to the March 12 Planning Commission meeting.

The motion passed 3 - 0.

Mr. Krapf suggested cancelling the March 2 Policy Committee meeting, but keeping the March 9 meeting for a potential discussion of group homes.

Ms. Rosario confirmed that group homes would be discussed March 9 or this meeting would be cancelled and group homes would be discussed April 13. Ms. Rosario inquired if there were any notes the Policy Committee would like added to staff's CIP materials to the Planning Commission.

Mr. Krapf stated he would like information on the ADA issue at D.J. Montague School.

Mr. Schmidt stated that the photos provided by WJCC Schools would be helpful.

Mr. Krapf inquired how staff will present the materials to the Planning Commission.

Ms. Rosario stated that staff typically provides an overview. However, either staff or the Policy Committee members could highlight any desired information.

Mr. Richardson stated that it would be helpful for the Planning Commission and the public to hear some of the items the Policy Committee had special considerations on.

Ms. Mellen noted that it is an opportunity for the Planning Commission to see projects that may be coming in the future.

Mr. Krapf stated that the other Planning Commission members may have the same questions asked by the Policy Committee and stated that he will coordinate with Ms. Rosario on how to best present their discussions to the Planning Commission.

Mr. Krapf noted that the CIP will be presented to the Planning Commission on March 20, which will also be the Planning Commission's organizational meeting.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Schmidt made a motion to adjourn.

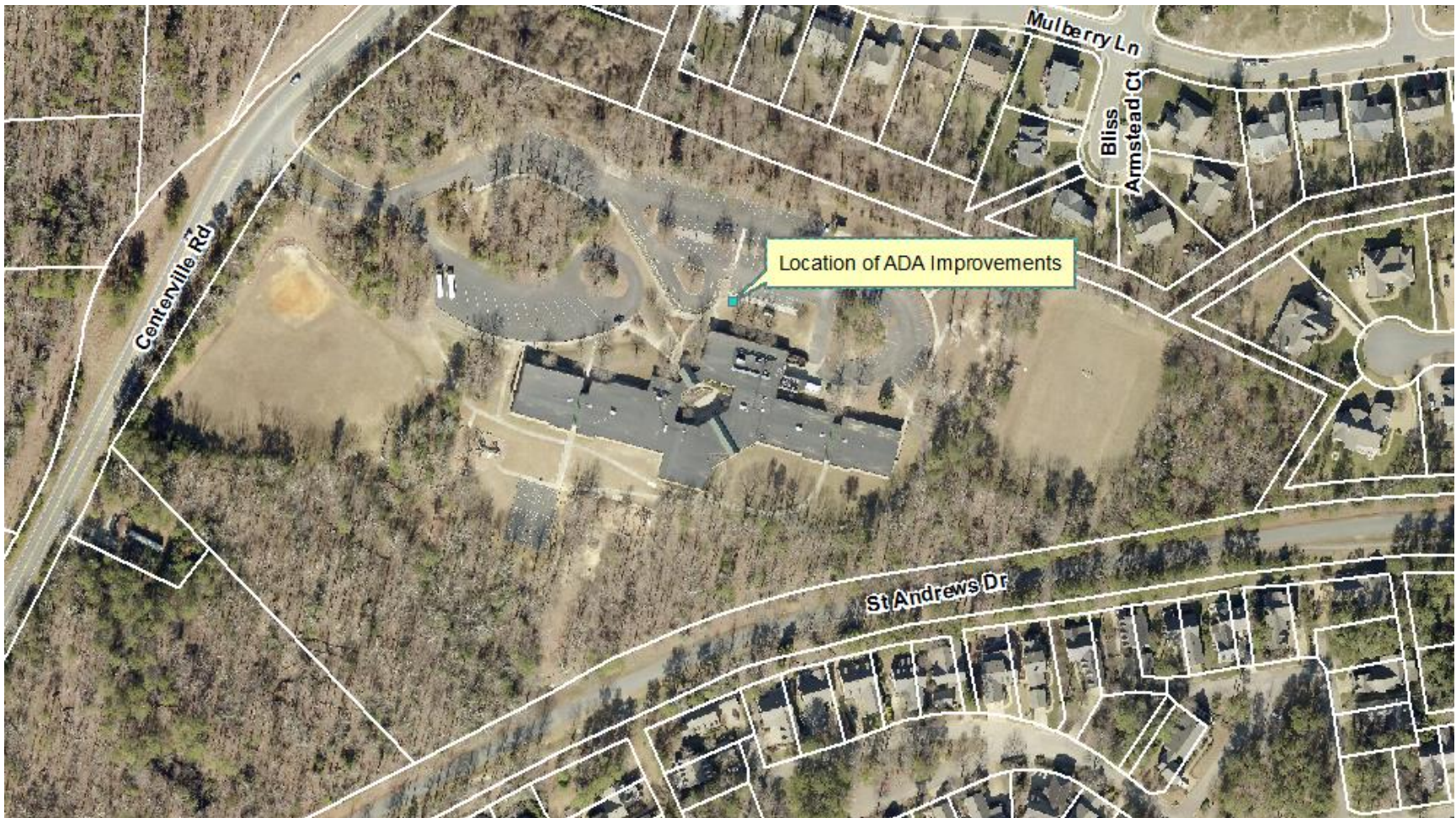
Mr. Krapf adjourned the meeting at approximately 4:40 p.m.

Mr. Rich Krapf, Chair

Mr. Paul Holt, Secretary

ATTACHMENT 5

D.J. Montague Elementary School Parking Lot Improvements Location



ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

ATTACHMENTS:

	Description	Type
▣	Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/14/2017 - 3:25 PM

AGENDA
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center, Building F
March 20, 2017
6:00 p.m.

A. ROLL CALL

B. ANNUAL ORGANIZATIONAL MEETING

1. Election of Officers*
2. Proposed Calendar for 2017-2018 Calendar

C. PUBLIC COMMENT

D. PUBLIC HEARING

1. Review of the FY 2018–FY 2022 Capital Improvements Program

E. COMMISSION DISCUSSION AND REQUESTS

F. ADJOURNMENT

- * Per the adopted Planning Commission Bylaws, the newly elected officers shall preside beginning at the next regular meeting (April 5, 2017). Committee appointments will be made by the new chair at that time as well.

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed Calendar for 2017-2018

The proposed meeting calendar for 2017-2018 is attached.

Staff recommends adoption of the Planning Commission, Development Review Committee (DRC), and Policy Committee meeting dates and times through March 19, 2018, as shown.

Meeting dates and times shown after March 19, 2018 are placeholder dates.

Planning Commission 2017/18 (7PM)

- April 5
- May 3
- May 23 Joint Work Session w/BOS (4pm)
- June 7
- July 5
- August 2
- September 6
- October 4
- November 1
- December 6
- January 3 (2018)
- February 7 (2018)
- March 7 (2018)
- March 19 (2018) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2017/18 (4PM)

- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14
- January 11 (2018)
- February 8 (2018)**
- February 15 (2018)**
- February 22 (2018)**
- March 8 (2018)

**CIP Meetings

DRC 2017/18 (4PM)

- March 29
- April 19
- May 24
- June 21
- July 19
- August 23
- September 20
- October 18
- November 15 (1 wk. early for holiday)
- December 20
- January 24 (2018)
- February 21 (2018)

Planning Commission 2018/19 (7PM)

- April 4
- May 2
- May 22 Joint Work Session w/BOS (4pm)
- June 6
- July 4 (Reschedule date TBD)
- August 1
- September 5
- October 3
- November 7
- December 5
- January 2 (2019)
- February 6 (2019)
- March 6 (2019)
- March 18 (2019) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2018/19 (4PM)

- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13
- January 10 (2019)
- February 14 (2019)**
- February 21 (2019)**
- February 28 (2019)**
- March 14 (2019)

**CIP Meetings

DRC 2018/19 (4PM)

- March 28
- April 18
- May 23
- June 20
- July 18
- August 22
- September 19
- October 24
- November 14 (1 wk. early for holiday)
- December 19
- January 23 (2019)
- February 20 (2019)

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II, and Savannah Pietrowski, Senior Planner

SUBJECT: FY 2018-2022 Capital Improvements Program (CIP)

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Policy Committee ranking criteria	Backup Material
▣	Policy Committee CIP summary spreadsheet	Backup Material
▣	Approved Policy Committee minutes from February 9, 2017	Backup Material
▣	Approved Policy Committee minutes from February 23, 2017	Backup Material
▣	Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Publication Management	Burcham, Nan	Approved	3/13/2017 - 2:20 PM

MEMORANDUM

DATE: March 20, 2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner

SUBJECT: Fiscal Year 2018-2022 Capital Improvements Program

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process. After a series of meetings to discuss and rank the CIP requests and to evaluate the projects for consistency with the Comprehensive Plan, "*Toward 2035: Leading the Way*," 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 (Attachment No. 1).

In Attachment No. 2, the CIP project requests from County departments and WJCC Schools are summarized. This year there was a total of 18 projects submitted for consideration by the Policy Committee - four from James City County departments and 14 from WJCC Schools. The projects total \$44.8 million, with \$4.46 million of that total identified for FY 18. The only proposed County projects that have been previously included in the Board's five-year CIP are the Stormwater Division's and the Planning Department's requests. Some of the improvements proposed by WJCC Schools were included in prior CIPs, however, estimates and completion timelines have been amended.

Attachment No. 2 also identifies the Committee's ranked priorities for these projects and includes a brief summary for each. The projects are listed from highest to lowest. This is the document that will also be forwarded to the Board of Supervisors showing the Commission's priorities. The full set of materials provided with each application can be found in the CIP materials posted online for the [February 9, 2017](#) Policy Committee meeting.

Staff Recommendation:

At its February 23, 2017 meeting, the Committee unanimously recommended forwarding the following FY 18-22 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order. Following discussion at the Policy Committee meetings, special considerations and/or supplemental information has been provided for several of these projects, as denoted:

1. Stormwater neighborhood drainage improvements*
2. Transportation match*
3. James City County Marina improvements
4. D. J. Montague Elementary School parking lot*/**
5. Jamestown Beach Event Park improvements

6. Jamestown High School core space/cafeteria expansion
7. D. J. Montague Elementary School entrance redesign*
8. Norge Elementary School entrance redesign*
9. Berkeley Middle School entrance redesign
10. Lafayette High School entrance redesign
11. James River Elementary School entrance redesign
12. Stonehouse Elementary School entrance redesign
13. Toano Middle School entrance redesign
14. Rawls Byrd Elementary School entrance redesign
15. Matthew Whaley Elementary parking lot expansion
16. Jamestown and Warhill High School expansions
17. Berkeley Middle School well removal
18. Berkeley Middle School baseball field refurbishment

* *These projects are requesting funding in FY 2018.*

** *WJCC Schools has indicated that this project is the result of a legal mandate regarding Americans with Disabilities Act compliance and must be completed by September 30, 2017. An aerial map is provided for your reference in Attachment No. 5.*

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

JR/SP/nb

FY18-FY22CIP-mem

Attachments:

1. Policy Committee ranking criteria
2. Policy Committee CIP summary spreadsheet
3. Approved Policy Committee minutes from February 9, 2017
4. Approved Policy Committee minutes from February 23, 2017
5. Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School

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)?	

FY18 - 22 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

Attachment 2
REVISED 03/8/17

Applying Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	FY21 Requested \$	FY22 Requested \$	Total Requested \$	Agency Ranking	FY 18 Policy Committee Score:	Special Consideration	Priority	Other notes
General Services	Stormwater Neighborhood Drainage Improvement and Water Quality Improvements	Drainage improvements to address undersized and aging systems, restore eroding stream channels, and treat runoff pollution.	\$2,634,000	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$12,544,000	1 of 1	92	Y	1	This project has requested funds in FY18.
Planning	Transportation Match	Various transportation projects, including Longhill Road, Croaker Road and Pocahontas Trail from Fire Station #2 to James River Elementary School.	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000	1 of 1	77.5	Y	2	This project has requested funds in FY18.
Parks & Recreation	James City County Marina	Replacement of bulkheads with vegetated shoreline and floating docks and replacement of a fuel tank.	\$0	\$0	\$880,000	\$1,340,000	\$0	\$2,220,000	1 of 2	72.9	Y	3	
WJCC Schools	D.J. Montague Elementary School Parking Lot	Improvements to parking lot and sidewalk areas in accordance with the American with Disabilities Act (ADA).	\$80,500	\$0	\$0	\$0	\$0	\$80,500	1 of 14	59.1	Y	4	This project has requested funds in FY18. WJCC Schools has indicated that this project is the result of a legal mandate regarding ADA compliance and must be completed by September 30, 2017. A location map is provided.
Parks & Recreation	Jamestown Beach Event Park Improvements	Various projects, including the installation of restroom facilities, providing eletrical power to event area, paving of roads and drop off areas, installation of picnic areas, creating permanent parking in current overflow lot, paving ADA trail and construction of new trail.	\$0	\$0	\$333,000	\$1,300,000	\$0	\$1,633,000	2 of 2	56.9	Y	5	
WJCC Schools	Jamestown High School Core Space/Cafeteria Expansion	Expansion of the cafeteria/core space by enclosing a portion of the courtyard to create additional space for students.	\$0	\$2,008,500	\$0	\$0	\$0	\$2,008,500	2 of 14	40		6	
WJCC Schools	D.J. Montague Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$140,000	\$0	\$0	\$0	\$0	\$140,000	3 of 14	36	Y	7	This project has requested funds in FY18.
WJCC Schools	Norge Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$105,000	\$0	\$0	\$0	\$0	\$105,000	4 of 14	35.9	Y	8	This project has requested funds in FY18.
WJCC Schools	Berkeley Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,176	\$0	\$0	\$0	\$110,176	5 of 14	35.8	Y	9	
WJCC Schools	Lafayette High School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,177	\$0	\$0	\$0	\$110,177	6 of 14	35.6	Y	10	
WJCC Schools	James River Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$39,669	\$0	\$0	\$0	\$39,669	7 of 14	35.5	Y	11	
WJCC Schools	Stonehouse Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$162,055	\$0	\$0	\$162,055	8 of 14	35.4	Y	12	
WJCC Schools	Toano Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$129,814	\$0	\$0	\$129,814	9 of 14	35.3	Y	13	
WJCC Schools	Rawls Byrd Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$0	\$93,159	\$0	\$93,159	10 of 14	35.1	Y	14	
WJCC Schools	Matthew Whaley Elementary School Parking Lot Expansion	Addition of 46 paved parking spaces and a new BMP.	\$0	\$319,815	\$0	\$0	\$0	\$319,815	11 of 14	31.5		15	
WJCC Schools	Jamestown and Warhill High School Expansions*	Construction of additional instructional spaces to address capacity issues.	\$0	\$0	\$0	\$2,572,396	\$14,855,630	\$17,428,026	14 of 14	30.3		16	
WJCC Schools	Berkeley Middle School Well Removal	Removal of an old well from the school property.	\$0	\$0	\$0	\$77,621	\$0	\$77,621	13 of 14	27.4	Y	17	
WJCC Schools	Berkeley Middle School Baseball Field Refubishment	Regrading and reseeding the field, and replacing the backstop.	\$0	\$0	\$0	\$106,136	\$0	\$106,136	12 of 14	25.3		18	

* These requests were submitted in the same application

Total	\$4,459,500	\$6,581,337	\$5,617,869	\$9,193,312	\$18,955,630	\$44,807,648
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MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 9, 2017
4:00 PM

A. CALL TO ORDER

Mr. John Wright called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. John Wright, Vice Chair

Mr. Heath Richardson

Mr. Danny Schmidt

Absent:

Mr. Rich Krapf, Chair

Staff:

Mr. Paul Holt, Director of Community Development and Planning

Ms. Sue Mellen, Director of Financial & Management Services

Ms. Tammy Rosario, Principal Planner

Mr. Jose Ribeiro, Senior Planner II

Ms. Savannah Pietrowski, Senior Planner

Ms. Tori Haynes, Community Development Assistant

Mr. Tom Leininger, Community Development Assistant

C. MINUTES

There were no minutes to approve.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

1. FY2018-2022 Capital Improvements Program (CIP) Review

Mr. Jose Ribeiro stated that the purpose of the meeting is to review, discuss and evaluate the Fiscal Year 2018-2022 CIP. Mr. Ribeiro stated that there have been 18 applications. Mr. Ribeiro mentioned that the County has received an application from General Services, two applications from Parks & Recreation, one application from Planning, and 14 applications from the Williamsburg-James City County schools. Mr. Ribeiro noted that if the Policy Committee has any

specific questions regarding the individual projects the Planning Department can help and get the answers from the department head or schedule them to come in at the next meeting. Mr. Ribeiro opened the floor for discussion.

Mr. John Wright asked if the Policy Committee would go through the applications one at a time and discuss the general application and the expectations.

Ms. Tammy Rosario stated that it was the Policy Committee decision if they wanted each department division representative prepared to walk through each application or if they wanted it on a Q and A basis.

Mr. Heath Richardson responded that he had some questions regarding the overall process. Mr. Richardson asked if the two return items were the transportation match and the Stormwater.

Mr. Ribeiro stated that it was correct.

Mr. Richardson stated that the Jamestown Event Park improvements and the marina were discussed last year, but did not know if they were different this year than last.

Ms. Rosario stated that the Policy Committee heard about them last year, but were not part of the adopted CIP.

Mr. Danny Schmidt asked if the Stormwater project is exactly the same or not.

Mr. Richardson responded that this is the new CIP entry for this year that they were considering the end of last year's approvals.

Mr. Schmidt mentioned that the Stormwater report was very thorough and that he did not have any questions.

Mr. Richardson stated that he looked at the rest of the committee's numbers and mentioned that all members' results are consistent.

Mr. Wright mentioned that Stormwater is a mature program and there was not enough money to do it all at once. Mr. Wright did not have any concerns at the moment. Mr. Wright stated that he found it hard to put another project above Stormwater.

Mr. Richardson stated that he felt the same about the Transportation Matching request as we had the opportunity to get matching funds. Mr. Richardson stated that he felt the operational budget influenced him rank the projects. He stated he ranked the Jamestown and Warhill High School expansions higher due to the overall cost.

Mr. Wright agreed with Mr. Richardson and added that the Grove Area had always had congestion and safety issues. Mr. Wright stated that the project would make the area more livable and increase the economic opportunity in the

community. He stated one of the biggest issues in the Grove Area is the number of children along the road and saw this primarily as a safety improvement.

Mr. Paul Holt stated that the project had a number of safety improvements to get the busses out of the travel lanes and to decrease the number of kids walking or biking in the street.

Mr. Wright stated that the school expansion is a large task for the County to take on.

Mr. Richardson ranked the schools' entrances higher this year because it seems to be a repeat need.

Ms. Mellen stated that the schools have expanded their CIP process.

Mr. Richardson stated that the school expansions are other needs.

Ms. Rosario stated that the schools are phasing the projects over the five-year CIP timeframe so the requests largely mirror last year's.

Mr. Holt mentioned that the safety need is important to look at as repeat applications are submitted.

Mr. Richardson stated that it will be valuable to have someone from the schools to come in to a future meeting.

Mr. Wright asked if anyone needed to hear more on the transportation projects.

Mr. Richardson, Mr. Wright and Mr. Schmidt all felt comfortable on the transportation projects.

Mr. Wright asked if anyone would like to hear more on the Jamestown Marina.

Mr. Schmidt asked if attendance had changed since the parking change in 2016. Mr. Schmidt felt that an email could be easier than having them come in to answer the question. Mr. Schmidt asked that if the County is going to make the improvements, is the visitation trending upward.

Mr. Holt stated that the Planning staff will send out an email for more information.

Mr. Wright asked if Stormwater needed any more detail discussion.

Mr. Richardson stated that the Stormwater project is a clear number one from all four committee members.

Mr. Schmidt asked if the Stormwater project is broken down into individual projects.

Ms. Mellen stated that they have a large list and they prioritize internally.

Mr. Wright stated that the committee felt good about the Stormwater project.

Mr. Richardson asked if the Schools gave the projects in their priority order.

Mr. Ribeiro confirmed that they did.

Mr. Wright asked that he would like more details on the Montague Elementary parking lot improvements.

Mr. Wright had concern about spending money on the Jamestown High School cafeteria expansion when there is the possibility of a new expansion in the future. Mr. Wright asked where the student growth is going.

Mr. Richardson agreed with Mr. Wright and asked if the vision to move forward was to expand the current campuses or to completely build a new school.

Mr. Wright asked for more information so he could make the right decision.

Mr. Schmidt stated that the overflow parking lot at Matthew Whaley Elementary School is gravel with erosion issues. Mr. Schmidt stated that the parking lot cannot be plowed in the winter. Mr. Schmidt stated that it was more of a convenience issue rather than a safety issue.

Mr. Ribeiro asked if there were any specific questions on the application.

Mr. Wright asked where the Best Management Practice (BMP) would be located to ensure there would be no safety concerns.

Mr. Wright noted that the baseball field refurbishment was low on his priority list. Mr. Wright asked if anyone wanted to hear additional details on the baseball field refurbishment.

Mr. Richardson and Mr. Schmidt both felt they did not want additional details on the project.

Mr. Wright felt that the cost of the refurbishment was too high to be ranked above the safety projects and stated he had safety questions regarding the well removal.

Mr. Richardson also asked for details for the Berkeley Middle School well removal.

Mr. Wright felt that if there were safety issues then he would move the project up higher up his priority list.

Mr. Richardson asked if there were any emergency funds for the schools.

Ms. Mellen stated that she did not believe they had a contingency fund. Ms. Mellen stated that the schools had a half-million dollar budget. Ms. Mellen stated

that if there was an emergency they would remove a project.

Mr. Richardson asked if the Committee would like more information on the school expansion.

Mr. Wright and Mr. Schmidt both replied yes.

Mr. Schmidt stated that the well report mentioned that this would prevent any safety accidents from the well site.

Ms. Rosario stated that we would bring this concern to the school when they are here.

Mr. Wright stated that the CIP item for Jamestown and Warhill High Schools expansions were \$17 million. Mr. Wright ranked the project higher because of the amount of money.

Mr. Holt stated that this can be added to the conversation when the school is here to answer questions.

Mr. Wright had concerns with over capacity of the school. Mr. Wright stated that with the pressure from new families moving in over the next year, he wanted more details on the project and growth trends.

Mr. Richardson felt the schools are still trying to figure out the expansion and that is why it was ranked lower.

Mr. Wright asked for more information on the expansion plan. Mr. Wright asked if Mr. Schmidt would like the schools to come in and talk about the overall program.

Mr. Schmidt confirmed he would like them to come in.

Mr. Ribeiro asked if there was a specific school.

Mr. Wright felt that Montague Elementary School stood out because the schools ranked it highest. Mr. Wright felt that it might be time to begin picking a couple of schools at a time.

Mr. Holt stated that each project is depended on the architectural costs.

Mr. Wright stated that if we cannot afford the project that is \$140,000, we would implement a couple of cheaper projects.

Ms. Mellen stated that after the rankings, a conversation would take place with the school regarding what could be funded. Ms. Mellen stated that a five-year schedule can help get all of the school projects completed.

Mr. Wright stated that if the schools keep bringing back the redesigns that it was time to start picking some to get completed.

Mr. Richardson asked Ms. Mellen what is being provided to the Board of Supervisors in regards to the budget.

Ms. Mellen stated that they bring a County Administrator proposed budget balanced over a five-year project as well as the rankings of all the projects.

Mr. Wright asked what dates are critical for Ms. Mellen to complete her tasks.

Ms. Mellen stated that March 20 is when the rankings will come in and she can put together the budget. Ms. Mellen stated the budget is to be released by the end of March.

Ms. Rosario stated there are a couple of meetings planned, two with discussions department agencies and one meeting to finalize the rankings. Ms. Rosario stated with only the schools coming a meeting could likely be canceled.

Mr. Ribeiro confirmed that only schools will need an in-person follow up.

Mr. Wright confirmed. Mr. Wright asked Ms. Mellen how much money could be available for capital budget.

Ms. Mellen stated that it was a matter of prioritizing and that there was not any more money to be added to the CIP. Ms. Mellen stated that the approximate amount is over \$10 million.

Mr. Holt stated that there were other programs competing for that same money.

Mr. Wright asked where the cutoff line for their priorities was.

Ms. Mellen stated that emergency issues can jump to the top of the list.

Mr. Holt stated that some of the details will be in the County Administrator's proposed budget.

Mr. Wright asked if there was any additional information needed from the committee.

Mr. Ribeiro stated that there is no needed information and confirmed the next meeting at 4 p.m. on February 23.

E. ADJOURNMENT

Mr. Schmidt made a motion to Adjourn.

Mr. Wright adjourned the meeting at approximately 5:05 p.m.

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 23, 2017
4:00 PM

A. CALL TO ORDER

Mr. Rich Krapf called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. Rich Krapf, Chair
Mr. Heath Richardson
Mr. Danny Schmidt

Absent:

Mr. John Wright

Staff:

Ms. Sue Mellen, Director of Financial & Management Services
Mr. John Carnifax, Director of Parks & Recreation
Ms. Nancy Ellis, Parks Administrator
Ms. Christina Berta, Chief Finance Officer
Mr. Marcellus Snipes, Senior Director for Operations
Mr. Alan Robertson, Facilities Manager Coordinator
Ms. Tammy Rosario, Principal Planner
Ms. Savannah Pietrowski, Senior Planner
Mr. Tom Leininger, Community Development Assistant

C. MINUTES

1. October 13, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 13, 2016, meeting minutes.

The motion passed 3 - 0.

2. October 17, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 17, 2016, meeting minutes.

The motion passed 3 - 0.

3. November 10, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the November 10, 2016, meeting minutes.

The motion passed 3 - 0.

D. OLD BUSINESS

1. FY 2018-2022 Capital Improvements Program (CIP) Review

Mr. Rich Krapf began the discussion of the Capital Improvements Program (CIP) review with Parks & Recreation. Mr. Krapf asked what the projected revenue of the marina will be with the addition of the brewery and food trucks.

Mr. John Carnifax stated that he can give the revenue for the marina and the rentals associated with the marina. Mr. Carnifax stated that the County leased part of the property to the Economic Development Authority and they have a lease with the micro-brewery. He stated that the revenue from the brewery would go to the County unlike the rentals from the marina. Mr. Carnifax stated that the marina brings in about \$240,000 a year in revenue and requires approximately \$200,000 in operating costs. Mr. Carnifax also provided a summary of the improvements coming to the marina.

Mr. Krapf clarified that the CIP project would upgrade the entire parcel of the marina including stormwater compliance, shoreline restorations and other amenities.

Mr. Carnifax agreed that the entire parcel would receive an upgrade.

Mr. Krapf asked if the changes to the parking lot location has impacted the attendance at the Jamestown Beach Event Park.

Mr. Carnifax stated that last year a new parking fee was implemented for non-residents. Mr. Carnifax stated that it is difficult to determine if any attendance and revenue changes were due to the fee or the parking lot location. He stated the approximate revenue from the parking was \$35,000, which is an increase, despite lower attendance numbers.

Ms. Nancy Ellis stated that they also expanded their concessions to include more rentals and food items which resulted in a higher revenue from the previous year.

Mr. Krapf asked if the D.J. Montague Elementary School redesign was mandated due to a legislative action.

Ms. Christina Berta stated that the redesign was a mandated Americans with Disabilities Act (ADA) upgrade. She stated that it was a compliance issue that needed to be fixed by September.

Mr. Krapf asked for additional information on the Jamestown High School core space and if it was a temporary fix to a greater need for high school expansions overall.

Ms. Berta stated that there is a trigger point that when any school reaches 90% capacity, the Schools begin plans for an expansion to avoid a new school. Ms. Berta stated that Jamestown High School is 139 students above capacity. She stated that the three lunch periods are overcrowded. Ms. Berta stated that the Warhill High School will hit the 90% capacity point in 2022.

Mr. Heath Richardson asked what the course of action was for the next decade for expansion on the current locations.

Mr. Marcellus Snipes stated that Jamestown and Warhill High Schools both have the

ability to expand on-site, however, Lafayette High School does not. Mr. Snipes stated that the consultant's enrollment predictions in the past have been accurate within 1%.

Mr. Alan Robertson stated the schools have been design in a way to allow for future expansions.

Mr. Snipes stated that the Jamestown High School cafeteria holds about 480 students and that it is approaching capacity with only two serving lines for 1,300 students.

Mr. Richardson stated that this information has been very helpful and it is invaluable for the public to know these plans exist.

Mr. Danny Schmidt asked if the addition of eight classes for Jamestown High School was the maximum amount of space that could be expanded.

Mr. Snipes stated that the space was limited on both the north and south side.

Mr. Robertson added that the core spaces are the big restraining areas.

Mr. Krapf asked where the best management practice (BMP) would be located at the Matthew Whaley Elementary School.

Mr. Robertson stated that he did not know where the BMP would be located. Mr. Robertson stated that this is the smallest parking lot and that 40-50 spaces are in the gravel portions. He stated that the gravel lot is a part of the current BMP and if it is paved a BMP will be needed. Mr. Robertson stated that they did not know where or how large until they begin the final design.

Mr. Schmidt asked what the depth of the BMP would be.

Mr. Snipes stated that there would not be much depth to the BMP.

Mr. Krapf asked if pervious cover was looked into when considering paving the parking lot.

Mr. Robertson stated that they have used it for parking spaces, but not for an entire lot.

Mr. Krapf asked if the Berkeley Middle School well removal was a safety hazard.

Mr. Robertson stated that there is a path adjacent to the old utility structure containing the well. He stated there was a concern that pedestrians walking by could enter the structure and the well is located within. Mr. Robertson mentioned that it is a safety concern, but not a very high concern as there is a locked door.

Mr. Snipes provided a photograph of the facility and stated that the facility needs to be demolished.

Mr. Krapf inquired if the committee had any additional items for discussion.

Mr. Richardson stated that he would like to echo Mr. Krapf's earlier compliments to WJCC Schools on their CIP submissions.

Mr. Krapf inquired if the rank order had changed at all during the Feb. 9 meeting.

Ms. Rosario replied that there were no changes to the order at that meeting, but that could be a part of today's discussion.

Mr. Schmidt noted that the members' rankings were all very similar.

Mr. Krapf asked if staff could forward the ranking to the committee following the meeting.

Ms. Savannah Pietrowski confirmed.

Mr. Krapf inquired where the D.J. Montague application fell in the ranking.

Ms. Pietrowski stated that it was fourth overall and first out of the WJCC Schools applications.

Mr. Krapf stated that fourth overall for the Montague Elementary School parking lot was a good spot for the project.

Ms. Sue Mellen mentioned that the marina is not up for funding in this upcoming year so the parking lot expansion is technically third.

Ms. Tammy Rosario stated that the schools typically receive capital funds as part of their funding arrangement with the Board.

Ms. Mellen stated that there is money to address a majority of the needs.

Mr. Krapf asked the committee members if they wanted to make any changes to their grading sheet.

Mr. Richardson stated he felt comfortable with the grading.

Mr. Krapf stated that Mr. John Wright was also comfortable with his grading of the projects.

Mr. Richardson motioned to move the CIP to the March 12 Planning Commission meeting.

The motion passed 3 - 0.

Mr. Krapf suggested cancelling the March 2 Policy Committee meeting, but keeping the March 9 meeting for a potential discussion of group homes.

Ms. Rosario confirmed that group homes would be discussed March 9 or this meeting would be cancelled and group homes would be discussed April 13. Ms. Rosario inquired if there were any notes the Policy Committee would like added to staff's CIP materials to the Planning Commission.

Mr. Krapf stated he would like information on the ADA issue at D.J. Montague School.

Mr. Schmidt stated that the photos provided by WJCC Schools would be helpful.

Mr. Krapf inquired how staff will present the materials to the Planning Commission.

Ms. Rosario stated that staff typically provides an overview. However, either staff or the Policy Committee members could highlight any desired information.

Mr. Richardson stated that it would be helpful for the Planning Commission and the public to hear some of the items the Policy Committee had special considerations on.

Ms. Mellen noted that it is an opportunity for the Planning Commission to see projects that may be coming in the future.

Mr. Krapf stated that the other Planning Commission members may have the same questions asked by the Policy Committee and stated that he will coordinate with Ms. Rosario on how to best present their discussions to the Planning Commission.

Mr. Krapf noted that the CIP will be presented to the Planning Commission on March 20, which will also be the Planning Commission's organizational meeting.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Schmidt made a motion to adjourn.

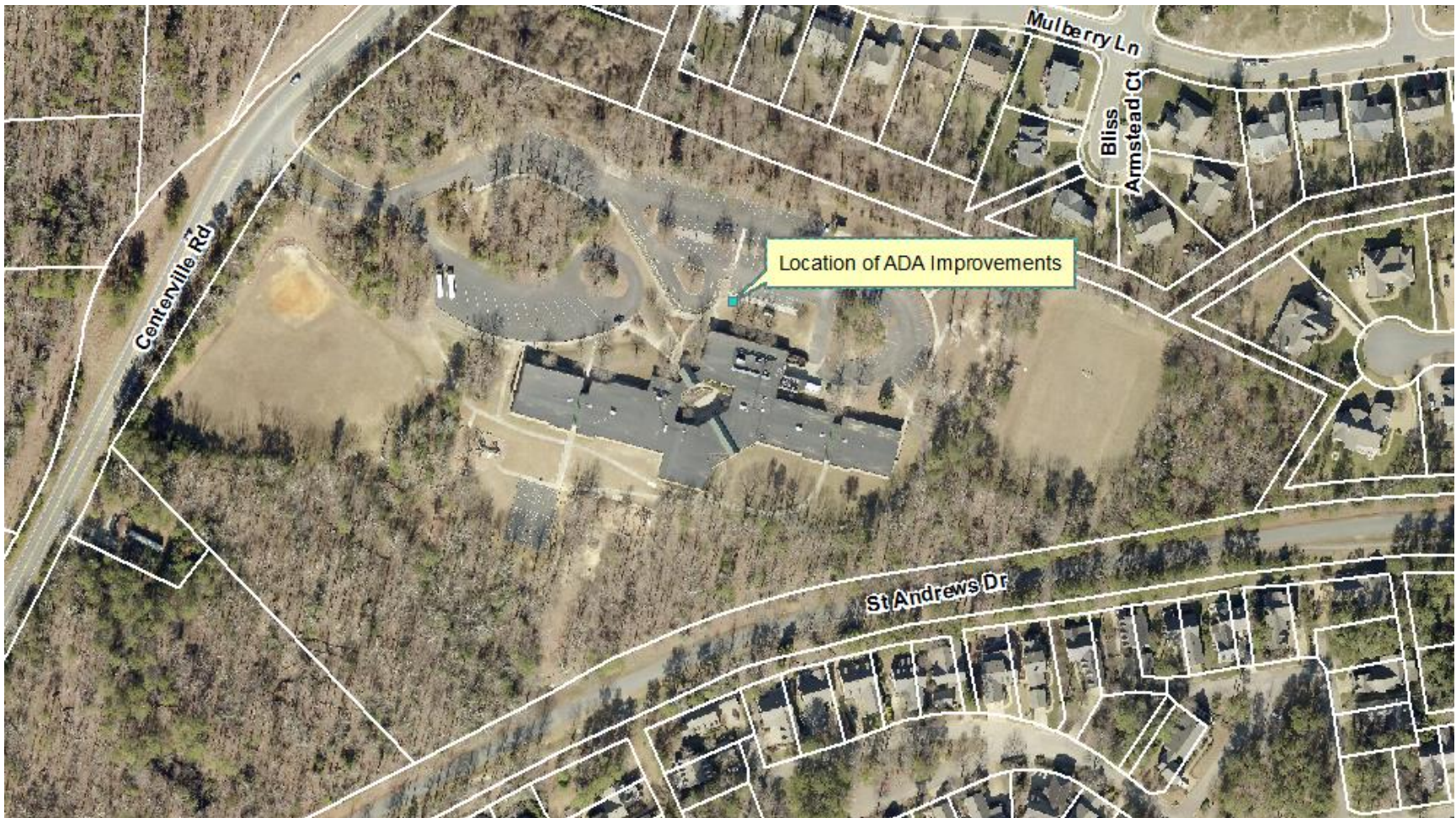
Mr. Krapf adjourned the meeting at approximately 4:40 p.m.

Mr. Rich Krapf, Chair

Mr. Paul Holt, Secretary

ATTACHMENT 5

D.J. Montague Elementary School Parking Lot Improvements Location



ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

ATTACHMENTS:

	Description	Type
▣	Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/14/2017 - 3:25 PM

AGENDA
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center, Building F
March 20, 2017
6:00 p.m.

A. ROLL CALL

B. ANNUAL ORGANIZATIONAL MEETING

1. Election of Officers*
2. Proposed Calendar for 2017-2018 Calendar

C. PUBLIC COMMENT

D. PUBLIC HEARING

1. Review of the FY 2018–FY 2022 Capital Improvements Program

E. COMMISSION DISCUSSION AND REQUESTS

F. ADJOURNMENT

- * Per the adopted Planning Commission Bylaws, the newly elected officers shall preside beginning at the next regular meeting (April 5, 2017). Committee appointments will be made by the new chair at that time as well.

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed Calendar for 2017-2018

The proposed meeting calendar for 2017-2018 is attached.

Staff recommends adoption of the Planning Commission, Development Review Committee (DRC), and Policy Committee meeting dates and times through March 19, 2018, as shown.

Meeting dates and times shown after March 19, 2018 are placeholder dates.

Planning Commission 2017/18 (7PM)

- April 5
- May 3
- May 23 Joint Work Session w/BOS (4pm)
- June 7
- July 5
- August 2
- September 6
- October 4
- November 1
- December 6
- January 3 (2018)
- February 7 (2018)
- March 7 (2018)
- March 19 (2018) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2017/18 (4PM)

- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14
- January 11 (2018)
- February 8 (2018)**
- February 15 (2018)**
- February 22 (2018)**
- March 8 (2018)

**CIP Meetings

DRC 2017/18 (4PM)

- March 29
- April 19
- May 24
- June 21
- July 19
- August 23
- September 20
- October 18
- November 15 (1 wk. early for holiday)
- December 20
- January 24 (2018)
- February 21 (2018)

Planning Commission 2018/19 (7PM)

- April 4
- May 2
- May 22 Joint Work Session w/BOS (4pm)
- June 6
- July 4 (Reschedule date TBD)
- August 1
- September 5
- October 3
- November 7
- December 5
- January 2 (2019)
- February 6 (2019)
- March 6 (2019)
- March 18 (2019) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2018/19 (4PM)

- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13
- January 10 (2019)
- February 14 (2019)**
- February 21 (2019)**
- February 28 (2019)**
- March 14 (2019)

**CIP Meetings

DRC 2018/19 (4PM)

- March 28
- April 18
- May 23
- June 20
- July 18
- August 22
- September 19
- October 24
- November 14 (1 wk. early for holiday)
- December 19
- January 23 (2019)
- February 20 (2019)

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II, and Savannah Pietrowski, Senior Planner

SUBJECT: FY 2018-2022 Capital Improvements Program (CIP)

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Policy Committee ranking criteria	Backup Material
▣	Policy Committee CIP summary spreadsheet	Backup Material
▣	Approved Policy Committee minutes from February 9, 2017	Backup Material
▣	Approved Policy Committee minutes from February 23, 2017	Backup Material
▣	Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Publication Management	Burcham, Nan	Approved	3/13/2017 - 2:20 PM

MEMORANDUM

DATE: March 20, 2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner

SUBJECT: Fiscal Year 2018-2022 Capital Improvements Program

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process. After a series of meetings to discuss and rank the CIP requests and to evaluate the projects for consistency with the Comprehensive Plan, "*Toward 2035: Leading the Way*," 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 (Attachment No. 1).

In Attachment No. 2, the CIP project requests from County departments and WJCC Schools are summarized. This year there was a total of 18 projects submitted for consideration by the Policy Committee - four from James City County departments and 14 from WJCC Schools. The projects total \$44.8 million, with \$4.46 million of that total identified for FY 18. The only proposed County projects that have been previously included in the Board's five-year CIP are the Stormwater Division's and the Planning Department's requests. Some of the improvements proposed by WJCC Schools were included in prior CIPs, however, estimates and completion timelines have been amended.

Attachment No. 2 also identifies the Committee's ranked priorities for these projects and includes a brief summary for each. The projects are listed from highest to lowest. This is the document that will also be forwarded to the Board of Supervisors showing the Commission's priorities. The full set of materials provided with each application can be found in the CIP materials posted online for the [February 9, 2017](#) Policy Committee meeting.

Staff Recommendation:

At its February 23, 2017 meeting, the Committee unanimously recommended forwarding the following FY 18-22 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order. Following discussion at the Policy Committee meetings, special considerations and/or supplemental information has been provided for several of these projects, as denoted:

1. Stormwater neighborhood drainage improvements*
2. Transportation match*
3. James City County Marina improvements
4. D. J. Montague Elementary School parking lot*/**
5. Jamestown Beach Event Park improvements

6. Jamestown High School core space/cafeteria expansion
7. D. J. Montague Elementary School entrance redesign*
8. Norge Elementary School entrance redesign*
9. Berkeley Middle School entrance redesign
10. Lafayette High School entrance redesign
11. James River Elementary School entrance redesign
12. Stonehouse Elementary School entrance redesign
13. Toano Middle School entrance redesign
14. Rawls Byrd Elementary School entrance redesign
15. Matthew Whaley Elementary parking lot expansion
16. Jamestown and Warhill High School expansions
17. Berkeley Middle School well removal
18. Berkeley Middle School baseball field refurbishment

* *These projects are requesting funding in FY 2018.*

** *WJCC Schools has indicated that this project is the result of a legal mandate regarding Americans with Disabilities Act compliance and must be completed by September 30, 2017. An aerial map is provided for your reference in Attachment No. 5.*

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

JR/SP/nb

FY18-FY22CIP-mem

Attachments:

1. Policy Committee ranking criteria
2. Policy Committee CIP summary spreadsheet
3. Approved Policy Committee minutes from February 9, 2017
4. Approved Policy Committee minutes from February 23, 2017
5. Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School

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)?	

FY18 - 22 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

Attachment 2
REVISED 03/8/17

Applying Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	FY21 Requested \$	FY22 Requested \$	Total Requested \$	Agency Ranking	FY 18 Policy Committee Score:	Special Consideration	Priority	Other notes
General Services	Stormwater Neighborhood Drainage Improvement and Water Quality Improvements	Drainage improvements to address undersized and aging systems, restore eroding stream channels, and treat runoff pollution.	\$2,634,000	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$12,544,000	1 of 1	92	Y	1	This project has requested funds in FY18.
Planning	Transportation Match	Various transportation projects, including Longhill Road, Croaker Road and Pocahontas Trail from Fire Station #2 to James River Elementary School.	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000	1 of 1	77.5	Y	2	This project has requested funds in FY18.
Parks & Recreation	James City County Marina	Replacement of bulkheads with vegetated shoreline and floating docks and replacement of a fuel tank.	\$0	\$0	\$880,000	\$1,340,000	\$0	\$2,220,000	1 of 2	72.9	Y	3	
WJCC Schools	D.J. Montague Elementary School Parking Lot	Improvements to parking lot and sidewalk areas in accordance with the American with Disabilities Act (ADA).	\$80,500	\$0	\$0	\$0	\$0	\$80,500	1 of 14	59.1	Y	4	This project has requested funds in FY18. WJCC Schools has indicated that this project is the result of a legal mandate regarding ADA compliance and must be completed by September 30, 2017. A location map is provided.
Parks & Recreation	Jamestown Beach Event Park Improvements	Various projects, including the installation of restroom facilities, providing eletrical power to event area, paving of roads and drop off areas, installation of picnic areas, creating permanent parking in current overflow lot, paving ADA trail and construction of new trail.	\$0	\$0	\$333,000	\$1,300,000	\$0	\$1,633,000	2 of 2	56.9	Y	5	
WJCC Schools	Jamestown High School Core Space/Cafeteria Expansion	Expansion of the cafeteria/core space by enclosing a portion of the courtyard to create additional space for students.	\$0	\$2,008,500	\$0	\$0	\$0	\$2,008,500	2 of 14	40		6	
WJCC Schools	D.J. Montague Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$140,000	\$0	\$0	\$0	\$0	\$140,000	3 of 14	36	Y	7	This project has requested funds in FY18.
WJCC Schools	Norge Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$105,000	\$0	\$0	\$0	\$0	\$105,000	4 of 14	35.9	Y	8	This project has requested funds in FY18.
WJCC Schools	Berkeley Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,176	\$0	\$0	\$0	\$110,176	5 of 14	35.8	Y	9	
WJCC Schools	Lafayette High School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,177	\$0	\$0	\$0	\$110,177	6 of 14	35.6	Y	10	
WJCC Schools	James River Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$39,669	\$0	\$0	\$0	\$39,669	7 of 14	35.5	Y	11	
WJCC Schools	Stonehouse Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$162,055	\$0	\$0	\$162,055	8 of 14	35.4	Y	12	
WJCC Schools	Toano Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$129,814	\$0	\$0	\$129,814	9 of 14	35.3	Y	13	
WJCC Schools	Rawls Byrd Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$0	\$93,159	\$0	\$93,159	10 of 14	35.1	Y	14	
WJCC Schools	Matthew Whaley Elementary School Parking Lot Expansion	Addition of 46 paved parking spaces and a new BMP.	\$0	\$319,815	\$0	\$0	\$0	\$319,815	11 of 14	31.5		15	
WJCC Schools	Jamestown and Warhill High School Expansions*	Construction of additional instructional spaces to address capacity issues.	\$0	\$0	\$0	\$2,572,396	\$14,855,630	\$17,428,026	14 of 14	30.3		16	
WJCC Schools	Berkeley Middle School Well Removal	Removal of an old well from the school property.	\$0	\$0	\$0	\$77,621	\$0	\$77,621	13 of 14	27.4	Y	17	
WJCC Schools	Berkeley Middle School Baseball Field Refubishment	Regrading and reseeding the field, and replacing the backstop.	\$0	\$0	\$0	\$106,136	\$0	\$106,136	12 of 14	25.3		18	

* These requests were submitted in the same application

Total	\$4,459,500	\$6,581,337	\$5,617,869	\$9,193,312	\$18,955,630	\$44,807,648
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MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 9, 2017
4:00 PM

A. CALL TO ORDER

Mr. John Wright called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. John Wright, Vice Chair

Mr. Heath Richardson

Mr. Danny Schmidt

Absent:

Mr. Rich Krapf, Chair

Staff:

Mr. Paul Holt, Director of Community Development and Planning

Ms. Sue Mellen, Director of Financial & Management Services

Ms. Tammy Rosario, Principal Planner

Mr. Jose Ribeiro, Senior Planner II

Ms. Savannah Pietrowski, Senior Planner

Ms. Tori Haynes, Community Development Assistant

Mr. Tom Leininger, Community Development Assistant

C. MINUTES

There were no minutes to approve.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

1. FY2018-2022 Capital Improvements Program (CIP) Review

Mr. Jose Ribeiro stated that the purpose of the meeting is to review, discuss and evaluate the Fiscal Year 2018-2022 CIP. Mr. Ribeiro stated that there have been 18 applications. Mr. Ribeiro mentioned that the County has received an application from General Services, two applications from Parks & Recreation, one application from Planning, and 14 applications from the Williamsburg-James City County schools. Mr. Ribeiro noted that if the Policy Committee has any

specific questions regarding the individual projects the Planning Department can help and get the answers from the department head or schedule them to come in at the next meeting. Mr. Ribeiro opened the floor for discussion.

Mr. John Wright asked if the Policy Committee would go through the applications one at a time and discuss the general application and the expectations.

Ms. Tammy Rosario stated that it was the Policy Committee decision if they wanted each department division representative prepared to walk through each application or if they wanted it on a Q and A basis.

Mr. Heath Richardson responded that he had some questions regarding the overall process. Mr. Richardson asked if the two return items were the transportation match and the Stormwater.

Mr. Ribeiro stated that it was correct.

Mr. Richardson stated that the Jamestown Event Park improvements and the marina were discussed last year, but did not know if they were different this year than last.

Ms. Rosario stated that the Policy Committee heard about them last year, but were not part of the adopted CIP.

Mr. Danny Schmidt asked if the Stormwater project is exactly the same or not.

Mr. Richardson responded that this is the new CIP entry for this year that they were considering the end of last year's approvals.

Mr. Schmidt mentioned that the Stormwater report was very thorough and that he did not have any questions.

Mr. Richardson stated that he looked at the rest of the committee's numbers and mentioned that all members' results are consistent.

Mr. Wright mentioned that Stormwater is a mature program and there was not enough money to do it all at once. Mr. Wright did not have any concerns at the moment. Mr. Wright stated that he found it hard to put another project above Stormwater.

Mr. Richardson stated that he felt the same about the Transportation Matching request as we had the opportunity to get matching funds. Mr. Richardson stated that he felt the operational budget influenced him rank the projects. He stated he ranked the Jamestown and Warhill High School expansions higher due to the overall cost.

Mr. Wright agreed with Mr. Richardson and added that the Grove Area had always had congestion and safety issues. Mr. Wright stated that the project would make the area more livable and increase the economic opportunity in the

community. He stated one of the biggest issues in the Grove Area is the number of children along the road and saw this primarily as a safety improvement.

Mr. Paul Holt stated that the project had a number of safety improvements to get the busses out of the travel lanes and to decrease the number of kids walking or biking in the street.

Mr. Wright stated that the school expansion is a large task for the County to take on.

Mr. Richardson ranked the schools' entrances higher this year because it seems to be a repeat need.

Ms. Mellen stated that the schools have expanded their CIP process.

Mr. Richardson stated that the school expansions are other needs.

Ms. Rosario stated that the schools are phasing the projects over the five-year CIP timeframe so the requests largely mirror last year's.

Mr. Holt mentioned that the safety need is important to look at as repeat applications are submitted.

Mr. Richardson stated that it will be valuable to have someone from the schools to come in to a future meeting.

Mr. Wright asked if anyone needed to hear more on the transportation projects.

Mr. Richardson, Mr. Wright and Mr. Schmidt all felt comfortable on the transportation projects.

Mr. Wright asked if anyone would like to hear more on the Jamestown Marina.

Mr. Schmidt asked if attendance had changed since the parking change in 2016. Mr. Schmidt felt that an email could be easier than having them come in to answer the question. Mr. Schmidt asked that if the County is going to make the improvements, is the visitation trending upward.

Mr. Holt stated that the Planning staff will send out an email for more information.

Mr. Wright asked if Stormwater needed any more detail discussion.

Mr. Richardson stated that the Stormwater project is a clear number one from all four committee members.

Mr. Schmidt asked if the Stormwater project is broken down into individual projects.

Ms. Mellen stated that they have a large list and they prioritize internally.

Mr. Wright stated that the committee felt good about the Stormwater project.

Mr. Richardson asked if the Schools gave the projects in their priority order.

Mr. Ribeiro confirmed that they did.

Mr. Wright asked that he would like more details on the Montague Elementary parking lot improvements.

Mr. Wright had concern about spending money on the Jamestown High School cafeteria expansion when there is the possibility of a new expansion in the future. Mr. Wright asked where the student growth is going.

Mr. Richardson agreed with Mr. Wright and asked if the vision to move forward was to expand the current campuses or to completely build a new school.

Mr. Wright asked for more information so he could make the right decision.

Mr. Schmidt stated that the overflow parking lot at Matthew Whaley Elementary School is gravel with erosion issues. Mr. Schmidt stated that the parking lot cannot be plowed in the winter. Mr. Schmidt stated that it was more of a convenience issue rather than a safety issue.

Mr. Ribeiro asked if there were any specific questions on the application.

Mr. Wright asked where the Best Management Practice (BMP) would be located to ensure there would be no safety concerns.

Mr. Wright noted that the baseball field refurbishment was low on his priority list. Mr. Wright asked if anyone wanted to hear additional details on the baseball field refurbishment.

Mr. Richardson and Mr. Schmidt both felt they did not want additional details on the project.

Mr. Wright felt that the cost of the refurbishment was too high to be ranked above the safety projects and stated he had safety questions regarding the well removal.

Mr. Richardson also asked for details for the Berkeley Middle School well removal.

Mr. Wright felt that if there were safety issues then he would move the project up higher up his priority list.

Mr. Richardson asked if there were any emergency funds for the schools.

Ms. Mellen stated that she did not believe they had a contingency fund. Ms. Mellen stated that the schools had a half-million dollar budget. Ms. Mellen stated

that if there was an emergency they would remove a project.

Mr. Richardson asked if the Committee would like more information on the school expansion.

Mr. Wright and Mr. Schmidt both replied yes.

Mr. Schmidt stated that the well report mentioned that this would prevent any safety accidents from the well site.

Ms. Rosario stated that we would bring this concern to the school when they are here.

Mr. Wright stated that the CIP item for Jamestown and Warhill High Schools expansions were \$17 million. Mr. Wright ranked the project higher because of the amount of money.

Mr. Holt stated that this can be added to the conversation when the school is here to answer questions.

Mr. Wright had concerns with over capacity of the school. Mr. Wright stated that with the pressure from new families moving in over the next year, he wanted more details on the project and growth trends.

Mr. Richardson felt the schools are still trying to figure out the expansion and that is why it was ranked lower.

Mr. Wright asked for more information on the expansion plan. Mr. Wright asked if Mr. Schmidt would like the schools to come in and talk about the overall program.

Mr. Schmidt confirmed he would like them to come in.

Mr. Ribeiro asked if there was a specific school.

Mr. Wright felt that Montague Elementary School stood out because the schools ranked it highest. Mr. Wright felt that it might be time to begin picking a couple of schools at a time.

Mr. Holt stated that each project is depended on the architectural costs.

Mr. Wright stated that if we cannot afford the project that is \$140,000, we would implement a couple of cheaper projects.

Ms. Mellen stated that after the rankings, a conversation would take place with the school regarding what could be funded. Ms. Mellen stated that a five-year schedule can help get all of the school projects completed.

Mr. Wright stated that if the schools keep bringing back the redesigns that it was time to start picking some to get completed.

Mr. Richardson asked Ms. Mellen what is being provided to the Board of Supervisors in regards to the budget.

Ms. Mellen stated that they bring a County Administrator proposed budget balanced over a five-year project as well as the rankings of all the projects.

Mr. Wright asked what dates are critical for Ms. Mellen to complete her tasks.

Ms. Mellen stated that March 20 is when the rankings will come in and she can put together the budget. Ms. Mellen stated the budget is to be released by the end of March.

Ms. Rosario stated there are a couple of meetings planned, two with discussions department agencies and one meeting to finalize the rankings. Ms. Rosario stated with only the schools coming a meeting could likely be canceled.

Mr. Ribeiro confirmed that only schools will need an in-person follow up.

Mr. Wright confirmed. Mr. Wright asked Ms. Mellen how much money could be available for capital budget.

Ms. Mellen stated that it was a matter of prioritizing and that there was not any more money to be added to the CIP. Ms. Mellen stated that the approximate amount is over \$10 million.

Mr. Holt stated that there were other programs competing for that same money.

Mr. Wright asked where the cutoff line for their priorities was.

Ms. Mellen stated that emergency issues can jump to the top of the list.

Mr. Holt stated that some of the details will be in the County Administrator's proposed budget.

Mr. Wright asked if there was any additional information needed from the committee.

Mr. Ribeiro stated that there is no needed information and confirmed the next meeting at 4 p.m. on February 23.

E. ADJOURNMENT

Mr. Schmidt made a motion to Adjourn.

Mr. Wright adjourned the meeting at approximately 5:05 p.m.

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 23, 2017
4:00 PM

A. CALL TO ORDER

Mr. Rich Krapf called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. Rich Krapf, Chair
Mr. Heath Richardson
Mr. Danny Schmidt

Absent:

Mr. John Wright

Staff:

Ms. Sue Mellen, Director of Financial & Management Services
Mr. John Carnifax, Director of Parks & Recreation
Ms. Nancy Ellis, Parks Administrator
Ms. Christina Berta, Chief Finance Officer
Mr. Marcellus Snipes, Senior Director for Operations
Mr. Alan Robertson, Facilities Manager Coordinator
Ms. Tammy Rosario, Principal Planner
Ms. Savannah Pietrowski, Senior Planner
Mr. Tom Leininger, Community Development Assistant

C. MINUTES

1. October 13, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 13, 2016, meeting minutes.

The motion passed 3 - 0.

2. October 17, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 17, 2016, meeting minutes.

The motion passed 3 - 0.

3. November 10, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the November 10, 2016, meeting minutes.

The motion passed 3 - 0.

D. OLD BUSINESS

1. FY 2018-2022 Capital Improvements Program (CIP) Review

Mr. Rich Krapf began the discussion of the Capital Improvements Program (CIP) review with Parks & Recreation. Mr. Krapf asked what the projected revenue of the marina will be with the addition of the brewery and food trucks.

Mr. John Carnifax stated that he can give the revenue for the marina and the rentals associated with the marina. Mr. Carnifax stated that the County leased part of the property to the Economic Development Authority and they have a lease with the micro-brewery. He stated that the revenue from the brewery would go to the County unlike the rentals from the marina. Mr. Carnifax stated that the marina brings in about \$240,000 a year in revenue and requires approximately \$200,000 in operating costs. Mr. Carnifax also provided a summary of the improvements coming to the marina.

Mr. Krapf clarified that the CIP project would upgrade the entire parcel of the marina including stormwater compliance, shoreline restorations and other amenities.

Mr. Carnifax agreed that the entire parcel would receive an upgrade.

Mr. Krapf asked if the changes to the parking lot location has impacted the attendance at the Jamestown Beach Event Park.

Mr. Carnifax stated that last year a new parking fee was implemented for non-residents. Mr. Carnifax stated that it is difficult to determine if any attendance and revenue changes were due to the fee or the parking lot location. He stated the approximate revenue from the parking was \$35,000, which is an increase, despite lower attendance numbers.

Ms. Nancy Ellis stated that they also expanded their concessions to include more rentals and food items which resulted in a higher revenue from the previous year.

Mr. Krapf asked if the D.J. Montague Elementary School redesign was mandated due to a legislative action.

Ms. Christina Berta stated that the redesign was a mandated Americans with Disabilities Act (ADA) upgrade. She stated that it was a compliance issue that needed to be fixed by September.

Mr. Krapf asked for additional information on the Jamestown High School core space and if it was a temporary fix to a greater need for high school expansions overall.

Ms. Berta stated that there is a trigger point that when any school reaches 90% capacity, the Schools begin plans for an expansion to avoid a new school. Ms. Berta stated that Jamestown High School is 139 students above capacity. She stated that the three lunch periods are overcrowded. Ms. Berta stated that the Warhill High School will hit the 90% capacity point in 2022.

Mr. Heath Richardson asked what the course of action was for the next decade for expansion on the current locations.

Mr. Marcellus Snipes stated that Jamestown and Warhill High Schools both have the

ability to expand on-site, however, Lafayette High School does not. Mr. Snipes stated that the consultant's enrollment predictions in the past have been accurate within 1%.

Mr. Alan Robertson stated the schools have been design in a way to allow for future expansions.

Mr. Snipes stated that the Jamestown High School cafeteria holds about 480 students and that it is approaching capacity with only two serving lines for 1,300 students.

Mr. Richardson stated that this information has been very helpful and it is invaluable for the public to know these plans exist.

Mr. Danny Schmidt asked if the addition of eight classes for Jamestown High School was the maximum amount of space that could be expanded.

Mr. Snipes stated that the space was limited on both the north and south side.

Mr. Robertson added that the core spaces are the big restraining areas.

Mr. Krapf asked where the best management practice (BMP) would be located at the Matthew Whaley Elementary School.

Mr. Robertson stated that he did not know where the BMP would be located. Mr. Robertson stated that this is the smallest parking lot and that 40-50 spaces are in the gravel portions. He stated that the gravel lot is a part of the current BMP and if it is paved a BMP will be needed. Mr. Robertson stated that they did not know where or how large until they begin the final design.

Mr. Schmidt asked what the depth of the BMP would be.

Mr. Snipes stated that there would not be much depth to the BMP.

Mr. Krapf asked if pervious cover was looked into when considering paving the parking lot.

Mr. Robertson stated that they have used it for parking spaces, but not for an entire lot.

Mr. Krapf asked if the Berkeley Middle School well removal was a safety hazard.

Mr. Robertson stated that there is a path adjacent to the old utility structure containing the well. He stated there was a concern that pedestrians walking by could enter the structure and the well is located within. Mr. Robertson mentioned that it is a safety concern, but not a very high concern as there is a locked door.

Mr. Snipes provided a photograph of the facility and stated that the facility needs to be demolished.

Mr. Krapf inquired if the committee had any additional items for discussion.

Mr. Richardson stated that he would like to echo Mr. Krapf's earlier compliments to WJCC Schools on their CIP submissions.

Mr. Krapf inquired if the rank order had changed at all during the Feb. 9 meeting.

Ms. Rosario replied that there were no changes to the order at that meeting, but that could be a part of today's discussion.

Mr. Schmidt noted that the members' rankings were all very similar.

Mr. Krapf asked if staff could forward the ranking to the committee following the meeting.

Ms. Savannah Pietrowski confirmed.

Mr. Krapf inquired where the D.J. Montague application fell in the ranking.

Ms. Pietrowski stated that it was fourth overall and first out of the WJCC Schools applications.

Mr. Krapf stated that fourth overall for the Montague Elementary School parking lot was a good spot for the project.

Ms. Sue Mellen mentioned that the marina is not up for funding in this upcoming year so the parking lot expansion is technically third.

Ms. Tammy Rosario stated that the schools typically receive capital funds as part of their funding arrangement with the Board.

Ms. Mellen stated that there is money to address a majority of the needs.

Mr. Krapf asked the committee members if they wanted to make any changes to their grading sheet.

Mr. Richardson stated he felt comfortable with the grading.

Mr. Krapf stated that Mr. John Wright was also comfortable with his grading of the projects.

Mr. Richardson motioned to move the CIP to the March 12 Planning Commission meeting.

The motion passed 3 - 0.

Mr. Krapf suggested cancelling the March 2 Policy Committee meeting, but keeping the March 9 meeting for a potential discussion of group homes.

Ms. Rosario confirmed that group homes would be discussed March 9 or this meeting would be cancelled and group homes would be discussed April 13. Ms. Rosario inquired if there were any notes the Policy Committee would like added to staff's CIP materials to the Planning Commission.

Mr. Krapf stated he would like information on the ADA issue at D.J. Montague School.

Mr. Schmidt stated that the photos provided by WJCC Schools would be helpful.

Mr. Krapf inquired how staff will present the materials to the Planning Commission.

Ms. Rosario stated that staff typically provides an overview. However, either staff or the Policy Committee members could highlight any desired information.

Mr. Richardson stated that it would be helpful for the Planning Commission and the public to hear some of the items the Policy Committee had special considerations on.

Ms. Mellen noted that it is an opportunity for the Planning Commission to see projects that may be coming in the future.

Mr. Krapf stated that the other Planning Commission members may have the same questions asked by the Policy Committee and stated that he will coordinate with Ms. Rosario on how to best present their discussions to the Planning Commission.

Mr. Krapf noted that the CIP will be presented to the Planning Commission on March 20, which will also be the Planning Commission's organizational meeting.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Schmidt made a motion to adjourn.

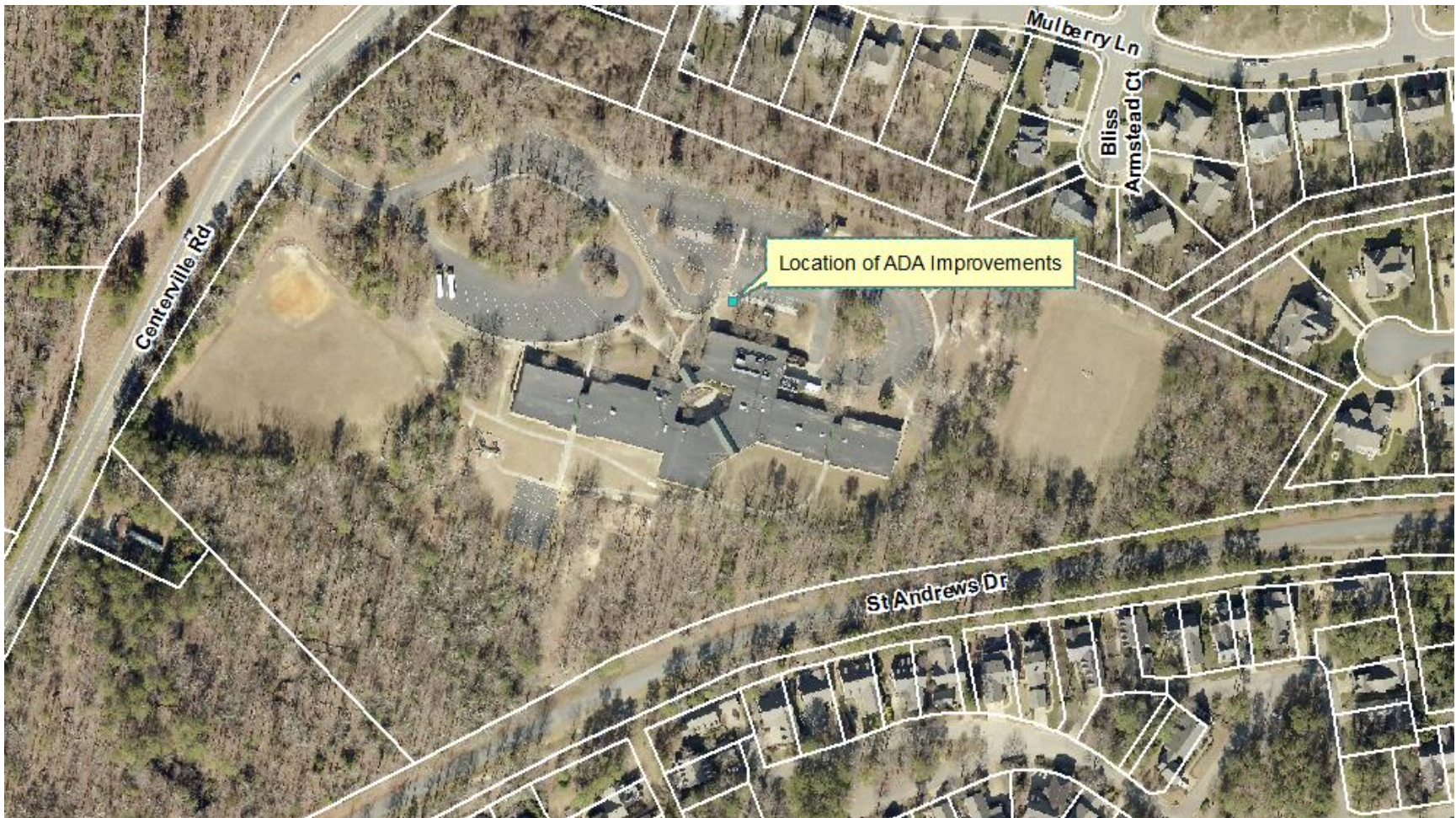
Mr. Krapf adjourned the meeting at approximately 4:40 p.m.

Mr. Rich Krapf, Chair

Mr. Paul Holt, Secretary

ATTACHMENT 5

D.J. Montague Elementary School Parking Lot Improvements Location



ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects

ATTACHMENTS:

	Description	Type
▣	Annual Organizational Meeting and Review of the FY2018-2022 Capital Improvements Program Projects	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/14/2017 - 3:25 PM

AGENDA
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center, Building F
March 20, 2017
6:00 p.m.

A. ROLL CALL

B. ANNUAL ORGANIZATIONAL MEETING

1. Election of Officers*
2. Proposed Calendar for 2017-2018 Calendar

C. PUBLIC COMMENT

D. PUBLIC HEARING

1. Review of the FY 2018–FY 2022 Capital Improvements Program

E. COMMISSION DISCUSSION AND REQUESTS

F. ADJOURNMENT

- * Per the adopted Planning Commission Bylaws, the newly elected officers shall preside beginning at the next regular meeting (April 5, 2017). Committee appointments will be made by the new chair at that time as well.

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed Calendar for 2017-2018

The proposed meeting calendar for 2017-2018 is attached.

Staff recommends adoption of the Planning Commission, Development Review Committee (DRC), and Policy Committee meeting dates and times through March 19, 2018, as shown.

Meeting dates and times shown after March 19, 2018 are placeholder dates.

Planning Commission 2017/18 (7PM)

- April 5
- May 3
- May 23 Joint Work Session w/BOS (4pm)
- June 7
- July 5
- August 2
- September 6
- October 4
- November 1
- December 6
- January 3 (2018)
- February 7 (2018)
- March 7 (2018)
- March 19 (2018) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2017/18 (4PM)

- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14
- January 11 (2018)
- February 8 (2018)**
- February 15 (2018)**
- February 22 (2018)**
- March 8 (2018)

**CIP Meetings

DRC 2017/18 (4PM)

- March 29
- April 19
- May 24
- June 21
- July 19
- August 23
- September 20
- October 18
- November 15 (1 wk. early for holiday)
- December 20
- January 24 (2018)
- February 21 (2018)

Planning Commission 2018/19 (7PM)

- April 4
- May 2
- May 22 Joint Work Session w/BOS (4pm)
- June 6
- July 4 (Reschedule date TBD)
- August 1
- September 5
- October 3
- November 7
- December 5
- January 2 (2019)
- February 6 (2019)
- March 6 (2019)
- March 18 (2019) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2018/19 (4PM)

- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13
- January 10 (2019)
- February 14 (2019)**
- February 21 (2019)**
- February 28 (2019)**
- March 14 (2019)

**CIP Meetings

DRC 2018/19 (4PM)

- March 28
- April 18
- May 23
- June 20
- July 18
- August 22
- September 19
- October 24
- November 14 (1 wk. early for holiday)
- December 19
- January 23 (2019)
- February 20 (2019)

ITEM SUMMARY

DATE: 3/20/2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II, and Savannah Pietrowski, Senior Planner

SUBJECT: FY 2018-2022 Capital Improvements Program (CIP)

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Policy Committee ranking criteria	Backup Material
▣	Policy Committee CIP summary spreadsheet	Backup Material
▣	Approved Policy Committee minutes from February 9, 2017	Backup Material
▣	Approved Policy Committee minutes from February 23, 2017	Backup Material
▣	Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Planning Commission	Holt, Paul	Approved	3/13/2017 - 2:14 PM
Publication Management	Burcham, Nan	Approved	3/13/2017 - 2:20 PM

MEMORANDUM

DATE: March 20, 2017

TO: The Planning Commission

FROM: Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner

SUBJECT: Fiscal Year 2018-2022 Capital Improvements Program

The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process. After a series of meetings to discuss and rank the CIP requests and to evaluate the projects for consistency with the Comprehensive Plan, "*Toward 2035: Leading the Way*," 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 (Attachment No. 1).

In Attachment No. 2, the CIP project requests from County departments and WJCC Schools are summarized. This year there was a total of 18 projects submitted for consideration by the Policy Committee - four from James City County departments and 14 from WJCC Schools. The projects total \$44.8 million, with \$4.46 million of that total identified for FY 18. The only proposed County projects that have been previously included in the Board's five-year CIP are the Stormwater Division's and the Planning Department's requests. Some of the improvements proposed by WJCC Schools were included in prior CIPs, however, estimates and completion timelines have been amended.

Attachment No. 2 also identifies the Committee's ranked priorities for these projects and includes a brief summary for each. The projects are listed from highest to lowest. This is the document that will also be forwarded to the Board of Supervisors showing the Commission's priorities. The full set of materials provided with each application can be found in the CIP materials posted online for the [February 9, 2017](#) Policy Committee meeting.

Staff Recommendation:

At its February 23, 2017 meeting, the Committee unanimously recommended forwarding the following FY 18-22 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order. Following discussion at the Policy Committee meetings, special considerations and/or supplemental information has been provided for several of these projects, as denoted:

1. Stormwater neighborhood drainage improvements*
2. Transportation match*
3. James City County Marina improvements
4. D. J. Montague Elementary School parking lot*/**
5. Jamestown Beach Event Park improvements

6. Jamestown High School core space/cafeteria expansion
7. D. J. Montague Elementary School entrance redesign*
8. Norge Elementary School entrance redesign*
9. Berkeley Middle School entrance redesign
10. Lafayette High School entrance redesign
11. James River Elementary School entrance redesign
12. Stonehouse Elementary School entrance redesign
13. Toano Middle School entrance redesign
14. Rawls Byrd Elementary School entrance redesign
15. Matthew Whaley Elementary parking lot expansion
16. Jamestown and Warhill High School expansions
17. Berkeley Middle School well removal
18. Berkeley Middle School baseball field refurbishment

* *These projects are requesting funding in FY 2018.*

** *WJCC Schools has indicated that this project is the result of a legal mandate regarding Americans with Disabilities Act compliance and must be completed by September 30, 2017. An aerial map is provided for your reference in Attachment No. 5.*

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

JR/SP/nb

FY18-FY22CIP-mem

Attachments:

1. Policy Committee ranking criteria
2. Policy Committee CIP summary spreadsheet
3. Approved Policy Committee minutes from February 9, 2017
4. Approved Policy Committee minutes from February 23, 2017
5. Supplemental map showing the location of the Americans with Disabilities Act parking lot improvements at D. J. Montague Elementary School

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)?	

FY18 - 22 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET

Attachment 2
REVISED 03/8/17

Applying Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY18 Requested \$	FY19 Requested \$	FY20 Requested \$	FY21 Requested \$	FY22 Requested \$	Total Requested \$	Agency Ranking	FY 18 Policy Committee Score:	Special Consideration	Priority	Other notes
General Services	Stormwater Neighborhood Drainage Improvement and Water Quality Improvements	Drainage improvements to address undersized and aging systems, restore eroding stream channels, and treat runoff pollution.	\$2,634,000	\$2,493,000	\$2,613,000	\$2,204,000	\$2,600,000	\$12,544,000	1 of 1	92	Y	1	This project has requested funds in FY18.
Planning	Transportation Match	Various transportation projects, including Longhill Road, Croaker Road and Pocahontas Trail from Fire Station #2 to James River Elementary School.	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000	1 of 1	77.5	Y	2	This project has requested funds in FY18.
Parks & Recreation	James City County Marina	Replacement of bulkheads with vegetated shoreline and floating docks and replacement of a fuel tank.	\$0	\$0	\$880,000	\$1,340,000	\$0	\$2,220,000	1 of 2	72.9	Y	3	
WJCC Schools	D.J. Montague Elementary School Parking Lot	Improvements to parking lot and sidewalk areas in accordance with the American with Disabilities Act (ADA).	\$80,500	\$0	\$0	\$0	\$0	\$80,500	1 of 14	59.1	Y	4	This project has requested funds in FY18. WJCC Schools has indicated that this project is the result of a legal mandate regarding ADA compliance and must be completed by September 30, 2017. A location map is provided.
Parks & Recreation	Jamestown Beach Event Park Improvements	Various projects, including the installation of restroom facilities, providing eletrical power to event area, paving of roads and drop off areas, installation of picnic areas, creating permanent parking in current overflow lot, paving ADA trail and construction of new trail.	\$0	\$0	\$333,000	\$1,300,000	\$0	\$1,633,000	2 of 2	56.9	Y	5	
WJCC Schools	Jamestown High School Core Space/Cafeteria Expansion	Expansion of the cafeteria/core space by enclosing a portion of the courtyard to create additional space for students.	\$0	\$2,008,500	\$0	\$0	\$0	\$2,008,500	2 of 14	40		6	
WJCC Schools	D.J. Montague Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$140,000	\$0	\$0	\$0	\$0	\$140,000	3 of 14	36	Y	7	This project has requested funds in FY18.
WJCC Schools	Norge Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$105,000	\$0	\$0	\$0	\$0	\$105,000	4 of 14	35.9	Y	8	This project has requested funds in FY18.
WJCC Schools	Berkeley Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,176	\$0	\$0	\$0	\$110,176	5 of 14	35.8	Y	9	
WJCC Schools	Lafayette High School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$110,177	\$0	\$0	\$0	\$110,177	6 of 14	35.6	Y	10	
WJCC Schools	James River Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$39,669	\$0	\$0	\$0	\$39,669	7 of 14	35.5	Y	11	
WJCC Schools	Stonehouse Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$162,055	\$0	\$0	\$162,055	8 of 14	35.4	Y	12	
WJCC Schools	Toano Middle School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$129,814	\$0	\$0	\$129,814	9 of 14	35.3	Y	13	
WJCC Schools	Rawls Byrd Elementary School Entrance Redesign	Redesigning the entrance so pedestrian traffic entering the school building must funnel through the front office.	\$0	\$0	\$0	\$93,159	\$0	\$93,159	10 of 14	35.1	Y	14	
WJCC Schools	Matthew Whaley Elementary School Parking Lot Expansion	Addition of 46 paved parking spaces and a new BMP.	\$0	\$319,815	\$0	\$0	\$0	\$319,815	11 of 14	31.5		15	
WJCC Schools	Jamestown and Warhill High School Expansions*	Construction of additional instructional spaces to address capcacity issues.	\$0	\$0	\$0	\$2,572,396	\$14,855,630	\$17,428,026	14 of 14	30.3		16	
WJCC Schools	Berkeley Middle School Well Removal	Removal of an old well from the school property.	\$0	\$0	\$0	\$77,621	\$0	\$77,621	13 of 14	27.4	Y	17	
WJCC Schools	Berkeley Middle School Baseball Field Refubishment	Regrading and reseeding the field, and replacing the backstop.	\$0	\$0	\$0	\$106,136	\$0	\$106,136	12 of 14	25.3		18	

* These requests were submitted in the same application

Total	\$4,459,500	\$6,581,337	\$5,617,869	\$9,193,312	\$18,955,630	\$44,807,648
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MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 9, 2017
4:00 PM

A. CALL TO ORDER

Mr. John Wright called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. John Wright, Vice Chair

Mr. Heath Richardson

Mr. Danny Schmidt

Absent:

Mr. Rich Krapf, Chair

Staff:

Mr. Paul Holt, Director of Community Development and Planning

Ms. Sue Mellen, Director of Financial & Management Services

Ms. Tammy Rosario, Principal Planner

Mr. Jose Ribeiro, Senior Planner II

Ms. Savannah Pietrowski, Senior Planner

Ms. Tori Haynes, Community Development Assistant

Mr. Tom Leininger, Community Development Assistant

C. MINUTES

There were no minutes to approve.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

1. FY2018-2022 Capital Improvements Program (CIP) Review

Mr. Jose Ribeiro stated that the purpose of the meeting is to review, discuss and evaluate the Fiscal Year 2018-2022 CIP. Mr. Ribeiro stated that there have been 18 applications. Mr. Ribeiro mentioned that the County has received an application from General Services, two applications from Parks & Recreation, one application from Planning, and 14 applications from the Williamsburg-James City County schools. Mr. Ribeiro noted that if the Policy Committee has any

specific questions regarding the individual projects the Planning Department can help and get the answers from the department head or schedule them to come in at the next meeting. Mr. Ribeiro opened the floor for discussion.

Mr. John Wright asked if the Policy Committee would go through the applications one at a time and discuss the general application and the expectations.

Ms. Tammy Rosario stated that it was the Policy Committee decision if they wanted each department division representative prepared to walk through each application or if they wanted it on a Q and A basis.

Mr. Heath Richardson responded that he had some questions regarding the overall process. Mr. Richardson asked if the two return items were the transportation match and the Stormwater.

Mr. Ribeiro stated that it was correct.

Mr. Richardson stated that the Jamestown Event Park improvements and the marina were discussed last year, but did not know if they were different this year than last.

Ms. Rosario stated that the Policy Committee heard about them last year, but were not part of the adopted CIP.

Mr. Danny Schmidt asked if the Stormwater project is exactly the same or not.

Mr. Richardson responded that this is the new CIP entry for this year that they were considering the end of last year's approvals.

Mr. Schmidt mentioned that the Stormwater report was very thorough and that he did not have any questions.

Mr. Richardson stated that he looked at the rest of the committee's numbers and mentioned that all members' results are consistent.

Mr. Wright mentioned that Stormwater is a mature program and there was not enough money to do it all at once. Mr. Wright did not have any concerns at the moment. Mr. Wright stated that he found it hard to put another project above Stormwater.

Mr. Richardson stated that he felt the same about the Transportation Matching request as we had the opportunity to get matching funds. Mr. Richardson stated that he felt the operational budget influenced him rank the projects. He stated he ranked the Jamestown and Warhill High School expansions higher due to the overall cost.

Mr. Wright agreed with Mr. Richardson and added that the Grove Area had always had congestion and safety issues. Mr. Wright stated that the project would make the area more livable and increase the economic opportunity in the

community. He stated one of the biggest issues in the Grove Area is the number of children along the road and saw this primarily as a safety improvement.

Mr. Paul Holt stated that the project had a number of safety improvements to get the busses out of the travel lanes and to decrease the number of kids walking or biking in the street.

Mr. Wright stated that the school expansion is a large task for the County to take on.

Mr. Richardson ranked the schools' entrances higher this year because it seems to be a repeat need.

Ms. Mellen stated that the schools have expanded their CIP process.

Mr. Richardson stated that the school expansions are other needs.

Ms. Rosario stated that the schools are phasing the projects over the five-year CIP timeframe so the requests largely mirror last year's.

Mr. Holt mentioned that the safety need is important to look at as repeat applications are submitted.

Mr. Richardson stated that it will be valuable to have someone from the schools to come in to a future meeting.

Mr. Wright asked if anyone needed to hear more on the transportation projects.

Mr. Richardson, Mr. Wright and Mr. Schmidt all felt comfortable on the transportation projects.

Mr. Wright asked if anyone would like to hear more on the Jamestown Marina.

Mr. Schmidt asked if attendance had changed since the parking change in 2016. Mr. Schmidt felt that an email could be easier than having them come in to answer the question. Mr. Schmidt asked that if the County is going to make the improvements, is the visitation trending upward.

Mr. Holt stated that the Planning staff will send out an email for more information.

Mr. Wright asked if Stormwater needed any more detail discussion.

Mr. Richardson stated that the Stormwater project is a clear number one from all four committee members.

Mr. Schmidt asked if the Stormwater project is broken down into individual projects.

Ms. Mellen stated that they have a large list and they prioritize internally.

Mr. Wright stated that the committee felt good about the Stormwater project.

Mr. Richardson asked if the Schools gave the projects in their priority order.

Mr. Ribeiro confirmed that they did.

Mr. Wright asked that he would like more details on the Montague Elementary parking lot improvements.

Mr. Wright had concern about spending money on the Jamestown High School cafeteria expansion when there is the possibility of a new expansion in the future. Mr. Wright asked where the student growth is going.

Mr. Richardson agreed with Mr. Wright and asked if the vision to move forward was to expand the current campuses or to completely build a new school.

Mr. Wright asked for more information so he could make the right decision.

Mr. Schmidt stated that the overflow parking lot at Matthew Whaley Elementary School is gravel with erosion issues. Mr. Schmidt stated that the parking lot cannot be plowed in the winter. Mr. Schmidt stated that it was more of a convenience issue rather than a safety issue.

Mr. Ribeiro asked if there were any specific questions on the application.

Mr. Wright asked where the Best Management Practice (BMP) would be located to ensure there would be no safety concerns.

Mr. Wright noted that the baseball field refurbishment was low on his priority list. Mr. Wright asked if anyone wanted to hear additional details on the baseball field refurbishment.

Mr. Richardson and Mr. Schmidt both felt they did not want additional details on the project.

Mr. Wright felt that the cost of the refurbishment was too high to be ranked above the safety projects and stated he had safety questions regarding the well removal.

Mr. Richardson also asked for details for the Berkeley Middle School well removal.

Mr. Wright felt that if there were safety issues then he would move the project up higher up his priority list.

Mr. Richardson asked if there were any emergency funds for the schools.

Ms. Mellen stated that she did not believe they had a contingency fund. Ms. Mellen stated that the schools had a half-million dollar budget. Ms. Mellen stated

that if there was an emergency they would remove a project.

Mr. Richardson asked if the Committee would like more information on the school expansion.

Mr. Wright and Mr. Schmidt both replied yes.

Mr. Schmidt stated that the well report mentioned that this would prevent any safety accidents from the well site.

Ms. Rosario stated that we would bring this concern to the school when they are here.

Mr. Wright stated that the CIP item for Jamestown and Warhill High Schools expansions were \$17 million. Mr. Wright ranked the project higher because of the amount of money.

Mr. Holt stated that this can be added to the conversation when the school is here to answer questions.

Mr. Wright had concerns with over capacity of the school. Mr. Wright stated that with the pressure from new families moving in over the next year, he wanted more details on the project and growth trends.

Mr. Richardson felt the schools are still trying to figure out the expansion and that is why it was ranked lower.

Mr. Wright asked for more information on the expansion plan. Mr. Wright asked if Mr. Schmidt would like the schools to come in and talk about the overall program.

Mr. Schmidt confirmed he would like them to come in.

Mr. Ribeiro asked if there was a specific school.

Mr. Wright felt that Montague Elementary School stood out because the schools ranked it highest. Mr. Wright felt that it might be time to begin picking a couple of schools at a time.

Mr. Holt stated that each project is depended on the architectural costs.

Mr. Wright stated that if we cannot afford the project that is \$140,000, we would implement a couple of cheaper projects.

Ms. Mellen stated that after the rankings, a conversation would take place with the school regarding what could be funded. Ms. Mellen stated that a five-year schedule can help get all of the school projects completed.

Mr. Wright stated that if the schools keep bringing back the redesigns that it was time to start picking some to get completed.

Mr. Richardson asked Ms. Mellen what is being provided to the Board of Supervisors in regards to the budget.

Ms. Mellen stated that they bring a County Administrator proposed budget balanced over a five-year project as well as the rankings of all the projects.

Mr. Wright asked what dates are critical for Ms. Mellen to complete her tasks.

Ms. Mellen stated that March 20 is when the rankings will come in and she can put together the budget. Ms. Mellen stated the budget is to be released by the end of March.

Ms. Rosario stated there are a couple of meetings planned, two with discussions department agencies and one meeting to finalize the rankings. Ms. Rosario stated with only the schools coming a meeting could likely be canceled.

Mr. Ribeiro confirmed that only schools will need an in-person follow up.

Mr. Wright confirmed. Mr. Wright asked Ms. Mellen how much money could be available for capital budget.

Ms. Mellen stated that it was a matter of prioritizing and that there was not any more money to be added to the CIP. Ms. Mellen stated that the approximate amount is over \$10 million.

Mr. Holt stated that there were other programs competing for that same money.

Mr. Wright asked where the cutoff line for their priorities was.

Ms. Mellen stated that emergency issues can jump to the top of the list.

Mr. Holt stated that some of the details will be in the County Administrator's proposed budget.

Mr. Wright asked if there was any additional information needed from the committee.

Mr. Ribeiro stated that there is no needed information and confirmed the next meeting at 4 p.m. on February 23.

E. ADJOURNMENT

Mr. Schmidt made a motion to Adjourn.

Mr. Wright adjourned the meeting at approximately 5:05 p.m.

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 23, 2017
4:00 PM

A. CALL TO ORDER

Mr. Rich Krapf called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. Rich Krapf, Chair
Mr. Heath Richardson
Mr. Danny Schmidt

Absent:

Mr. John Wright

Staff:

Ms. Sue Mellen, Director of Financial & Management Services
Mr. John Carnifax, Director of Parks & Recreation
Ms. Nancy Ellis, Parks Administrator
Ms. Christina Berta, Chief Finance Officer
Mr. Marcellus Snipes, Senior Director for Operations
Mr. Alan Robertson, Facilities Manager Coordinator
Ms. Tammy Rosario, Principal Planner
Ms. Savannah Pietrowski, Senior Planner
Mr. Tom Leininger, Community Development Assistant

C. MINUTES

1. October 13, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 13, 2016, meeting minutes.

The motion passed 3 - 0.

2. October 17, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 17, 2016, meeting minutes.

The motion passed 3 - 0.

3. November 10, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the November 10, 2016, meeting minutes.

The motion passed 3 - 0.

D. OLD BUSINESS

1. FY 2018-2022 Capital Improvements Program (CIP) Review

Mr. Rich Krapf began the discussion of the Capital Improvements Program (CIP) review with Parks & Recreation. Mr. Krapf asked what the projected revenue of the marina will be with the addition of the brewery and food trucks.

Mr. John Carnifax stated that he can give the revenue for the marina and the rentals associated with the marina. Mr. Carnifax stated that the County leased part of the property to the Economic Development Authority and they have a lease with the micro-brewery. He stated that the revenue from the brewery would go to the County unlike the rentals from the marina. Mr. Carnifax stated that the marina brings in about \$240,000 a year in revenue and requires approximately \$200,000 in operating costs. Mr. Carnifax also provided a summary of the improvements coming to the marina.

Mr. Krapf clarified that the CIP project would upgrade the entire parcel of the marina including stormwater compliance, shoreline restorations and other amenities.

Mr. Carnifax agreed that the entire parcel would receive an upgrade.

Mr. Krapf asked if the changes to the parking lot location has impacted the attendance at the Jamestown Beach Event Park.

Mr. Carnifax stated that last year a new parking fee was implemented for non-residents. Mr. Carnifax stated that it is difficult to determine if any attendance and revenue changes were due to the fee or the parking lot location. He stated the approximate revenue from the parking was \$35,000, which is an increase, despite lower attendance numbers.

Ms. Nancy Ellis stated that they also expanded their concessions to include more rentals and food items which resulted in a higher revenue from the previous year.

Mr. Krapf asked if the D.J. Montague Elementary School redesign was mandated due to a legislative action.

Ms. Christina Berta stated that the redesign was a mandated Americans with Disabilities Act (ADA) upgrade. She stated that it was a compliance issue that needed to be fixed by September.

Mr. Krapf asked for additional information on the Jamestown High School core space and if it was a temporary fix to a greater need for high school expansions overall.

Ms. Berta stated that there is a trigger point that when any school reaches 90% capacity, the Schools begin plans for an expansion to avoid a new school. Ms. Berta stated that Jamestown High School is 139 students above capacity. She stated that the three lunch periods are overcrowded. Ms. Berta stated that the Warhill High School will hit the 90% capacity point in 2022.

Mr. Heath Richardson asked what the course of action was for the next decade for expansion on the current locations.

Mr. Marcellus Snipes stated that Jamestown and Warhill High Schools both have the

ability to expand on-site, however, Lafayette High School does not. Mr. Snipes stated that the consultant's enrollment predictions in the past have been accurate within 1%.

Mr. Alan Robertson stated the schools have been design in a way to allow for future expansions.

Mr. Snipes stated that the Jamestown High School cafeteria holds about 480 students and that it is approaching capacity with only two serving lines for 1,300 students.

Mr. Richardson stated that this information has been very helpful and it is invaluable for the public to know these plans exist.

Mr. Danny Schmidt asked if the addition of eight classes for Jamestown High School was the maximum amount of space that could be expanded.

Mr. Snipes stated that the space was limited on both the north and south side.

Mr. Robertson added that the core spaces are the big restraining areas.

Mr. Krapf asked where the best management practice (BMP) would be located at the Matthew Whaley Elementary School.

Mr. Robertson stated that he did not know where the BMP would be located. Mr. Robertson stated that this is the smallest parking lot and that 40-50 spaces are in the gravel portions. He stated that the gravel lot is a part of the current BMP and if it is paved a BMP will be needed. Mr. Robertson stated that they did not know where or how large until they begin the final design.

Mr. Schmidt asked what the depth of the BMP would be.

Mr. Snipes stated that there would not be much depth to the BMP.

Mr. Krapf asked if pervious cover was looked into when considering paving the parking lot.

Mr. Robertson stated that they have used it for parking spaces, but not for an entire lot.

Mr. Krapf asked if the Berkeley Middle School well removal was a safety hazard.

Mr. Robertson stated that there is a path adjacent to the old utility structure containing the well. He stated there was a concern that pedestrians walking by could enter the structure and the well is located within. Mr. Robertson mentioned that it is a safety concern, but not a very high concern as there is a locked door.

Mr. Snipes provided a photograph of the facility and stated that the facility needs to be demolished.

Mr. Krapf inquired if the committee had any additional items for discussion.

Mr. Richardson stated that he would like to echo Mr. Krapf's earlier compliments to WJCC Schools on their CIP submissions.

Mr. Krapf inquired if the rank order had changed at all during the Feb. 9 meeting.

Ms. Rosario replied that there were no changes to the order at that meeting, but that could be a part of today's discussion.

Mr. Schmidt noted that the members' rankings were all very similar.

Mr. Krapf asked if staff could forward the ranking to the committee following the meeting.

Ms. Savannah Pietrowski confirmed.

Mr. Krapf inquired where the D.J. Montague application fell in the ranking.

Ms. Pietrowski stated that it was fourth overall and first out of the WJCC Schools applications.

Mr. Krapf stated that fourth overall for the Montague Elementary School parking lot was a good spot for the project.

Ms. Sue Mellen mentioned that the marina is not up for funding in this upcoming year so the parking lot expansion is technically third.

Ms. Tammy Rosario stated that the schools typically receive capital funds as part of their funding arrangement with the Board.

Ms. Mellen stated that there is money to address a majority of the needs.

Mr. Krapf asked the committee members if they wanted to make any changes to their grading sheet.

Mr. Richardson stated he felt comfortable with the grading.

Mr. Krapf stated that Mr. John Wright was also comfortable with his grading of the projects.

Mr. Richardson motioned to move the CIP to the March 12 Planning Commission meeting.

The motion passed 3 - 0.

Mr. Krapf suggested cancelling the March 2 Policy Committee meeting, but keeping the March 9 meeting for a potential discussion of group homes.

Ms. Rosario confirmed that group homes would be discussed March 9 or this meeting would be cancelled and group homes would be discussed April 13. Ms. Rosario inquired if there were any notes the Policy Committee would like added to staff's CIP materials to the Planning Commission.

Mr. Krapf stated he would like information on the ADA issue at D.J. Montague School.

Mr. Schmidt stated that the photos provided by WJCC Schools would be helpful.

Mr. Krapf inquired how staff will present the materials to the Planning Commission.

Ms. Rosario stated that staff typically provides an overview. However, either staff or the Policy Committee members could highlight any desired information.

Mr. Richardson stated that it would be helpful for the Planning Commission and the public to hear some of the items the Policy Committee had special considerations on.

Ms. Mellen noted that it is an opportunity for the Planning Commission to see projects that may be coming in the future.

Mr. Krapf stated that the other Planning Commission members may have the same questions asked by the Policy Committee and stated that he will coordinate with Ms. Rosario on how to best present their discussions to the Planning Commission.

Mr. Krapf noted that the CIP will be presented to the Planning Commission on March 20, which will also be the Planning Commission's organizational meeting.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Schmidt made a motion to adjourn.

Mr. Krapf adjourned the meeting at approximately 4:40 p.m.

Mr. Rich Krapf, Chair

Mr. Paul Holt, Secretary

ATTACHMENT 5

D.J. Montague Elementary School Parking Lot Improvements Location

