

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
SPECIAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
March 19, 2018
6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ANNUAL ORGANIZATION MEETING

1. Election of Officers
2. Proposed Calendar for 2018-2019

D. PUBLIC COMMENT

E. PUBLIC HEARING

1. Fiscal Year 2019-2023 Capital Improvements Program

F. PLANNING COMMISSION DISCUSSION AND REQUESTS

G. ADJOURNMENT

ITEM SUMMARY

DATE: 3/19/2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Election of Officers

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/12/2018 - 5:28 PM

ITEM SUMMARY

DATE: 3/19/2018

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed Calendar for 2018-2019

The proposed meeting calendar for 2018-2019 is attached.

Staff recommends adoption of the Planning Commission, Development Review Committee (DRC), and Policy Committee meeting dates and times through March 18, 2019, as shown.

Meeting dates and times shown after March 18, 2019 are placeholder dates.

ATTACHMENTS:

	Description	Type
☐	Proposed Calendar for 2018-2019	Exhibit
☐	Adoption of a 2018-2019 Meeting Calendar and Weather Continuation Date	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/13/2018 - 7:55 AM

Planning Commission 2018/19 (6PM)

- April 4
- May 2
- May 22 Joint Work Session w/BOS (4pm)
- June 6
- July 3 (rescheduled from July 4 holiday)
- 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 7 (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)

Planning Commission 2019/20 (6PM)

- April 3
- May 1
- May 28 Joint Work Session w/BOS (4pm)
- June 5
- July 3
- August 7
- September 4
- October 2
- November 6
- December 4
- January 1 (2020) (holiday - reschedule date TBD)
- February 5 (2020)
- March 4 (2020)
- March 16 (2020) (6pm)*

*Special Meeting (Organizational and CIP)

Policy Committee 2019/20 (4PM)

- April 11
- May 9
- June 13
- July 11
- August 8
- September 12
- October 10
- November 14
- December 12
- January 9 (2020)
- February 13 (2020)**
- February 20 (2020)**
- February 27 (2020)**
- March 5 (2020)**

**CIP Meetings

DRC 2019/20 (4PM)

- March 27
- April 17
- May 22
- June 19
- July 24
- August 21
- September 18
- October 23
- November 20
- December 18
- January 22 (2020)
- February 19 (2020)

RESOLUTION

ADOPTION OF A 2018-2019 MEETING CALENDAR AND WEATHER CONTINUATION DATE

WHEREAS, the Planning Commission of James City County, Virginia, (the "Commission") was established by the Board of Supervisors of James City County on April 13, 1953 to direct the development of James City County and ensure its prosperity, health, safety and general welfare, in accordance with Chapter 22, Title 15.2, Article 2, Code of Virginia, 1950, as amended (the "Virginia Code"); and

WHEREAS, the Commission adopted Bylaws on November 28, 1978, last amended on March 4, 2015 (the "Bylaws"), to regulate itself; and

WHEREAS, the Virginia Code requires the Commission to fix the time for holding regular meetings and the Virginia Code and the Bylaws allow the Commission to fix the day or days to which any meeting shall be continued if hazardous conditions require.

NOW, THEREFORE, BE IT RESOLVED that the Commission shall hold its regular meeting at 6:00 p.m. on the first Wednesday of each month, with an additional regular meeting on March 18, 2019, all to be held at 101 Mounts Bay Road, Building F, Williamsburg, VA 23185.

BE IT FURTHER RESOLVED that any regular meeting of the Commission shall be continued to the Monday following the first Wednesday of the month if the chair, or vice chair if the chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regularly scheduled meeting. Such finding shall be communicated to the members and press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required.

Richard Krapf
Chairman, Planning Commission

ATTEST:

Paul D. Holt, III
Secretary

Adopted by the Planning Commission of James City County, Virginia, this 19th day of March, 2018.

MtgContDate-res

ITEM SUMMARY

DATE: 3/19/2018

TO: The Planning Commission

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

SUBJECT: Fiscal Year 2019-2023 Capital Improvements Program

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 8, 2018	Backup Material
☐	Approved Policy Committee minutes from February 15, 2018	Backup Material
☐	Approved Policy Committee minutes from February 22, 2018	Backup Material
☐	Ambler's House Property Conditions Assessment, Guernsey Tingle	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/12/2018 - 4:13 PM
Planning Commission	Holt, Paul	Approved	3/12/2018 - 4:13 PM
Publication Management	Burcham, Nan	Approved	3/12/2018 - 4:15 PM
Planning Commission	Holt, Paul	Approved	3/12/2018 - 4:16 PM

MEMORANDUM

DATE: March 19, 2018

TO: The Planning Commission

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

SUBJECT: Fiscal Year 2019-2013 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 26 projects submitted for consideration by the Policy Committee - 13 from James City County departments and 13 from WJCC Schools. The projects total \$83.96 million, with \$7.52 million of that total identified for FY 19. Four of the proposed County projects have been previously included in the Board’s five-year CIP: the Stormwater Improvements and Transportation match applications, as well as applications from Parks and Recreation for the James City County Marina and the Jamestown Beach Event Park. Many 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 8, 2018](#) Policy Committee meeting. Staff notes that during discussion with County Administration, revisions were made to the “Jamestown Destination Area - Amblers House” application which revised the scope of the application to include only the stabilization of the house. While the monetary figures in the application and in Attachment No. 2 are accurate and up to date, the application narrative may still contain references to items that are no longer part of their CIP application.

Staff Recommendation

At its March 8, 2018 meeting, the Committee unanimously recommended forwarding the following FY 19-23 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order. Please note that some of these projects received tied rankings. Following discussion at the Policy

Committee meetings, special considerations and/or supplemental information has been provided for several of these projects, as noted:

1. Stormwater neighborhood drainage improvements *
2. Buses for James Blair Middle School *
3. Transportation match*
3. Lafayette High School exterior sewer line replacement *
5. James City County Marina *
6. Fire Station 6 *
7. Columbia Drive *
8. Water main betterment *
9. Jamestown Destination Area - Amblers House */**
10. Chickahominy Riverfront Park new restrooms and concession building
11. Jamestown Beach Event Park improvements
12. Berkeley Middle School entrance redesign *
12. Lafayette High School entrance redesign *
12. James River Elementary School entrance redesign
12. Stonehouse Elementary School entrance redesign
12. Toano Middle School entrance redesign
12. Laurel Lane Elementary School entrance redesign
18. New James City County Library Branch
19. Marina Phase 2
20. Matthew Whaley Elementary School parking lot expansion *
21. Jamestown High School expansion
22. Warhill High School expansion
23. Lafayette High School expansion
24. Warhill Sports Complex baseball field expansion
25. Veterans Park Phase 2 improvements
26. Berkeley Middle School well removal

* *These projects are requesting funding in FY 2019.*

** *The Policy Committee identified that, while the Amblers House project ranked 9th overall, funding of the seven "Priority (Urgent) Recommendations" identified in the Property Conditions Assessment (page 17) prepared by Guernsey Tingle, dated November 25, 2016, is a very high priority to the Committee. This study is attached for your reference.*

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

SP/JR/nb

FY19-23CIP-mem

Attachments:

1. Policy Committee ranking criteria
2. Policy Committee CIP summary spreadsheet
3. Approved Policy Committee minutes from February 8, 2018
4. Approved Policy Committee minutes from February 15, 2018
5. Approved Policy Committee minutes from February 22, 2018
6. Ambler's House Property Conditions Assessment, Guernsey Tingle

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)?	

FY 19 - 23 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2019 Requested	FY 2020 Requested	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	Total Requested	Agency Priority	Out of	PC Score	Special Consideration	Priority	Other Notes
M	Stormwater	Stormwater Capital Improvement Program	Various projects to address undersized and failing drainage systems, restore eroded channels and install new facilities to treat runoff pollution.	\$2,493,000.00	\$2,613,000.00	\$2,204,000.00	\$2,600,000.00	\$2,634,000.00	\$12,544,000.00	1	1	87.3	Y	1	This project requested funding in FY19.
N	WJCC Schools	Buses for new school - James Blair M.S.	Purchase of five (5) additional buses to accommodate the addition of a fourth middle school (James Blair).	\$545,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545,000.00	1	13	76	Y	2	This project requested funding in FY19.
L	Planning	Transportation Match	Various transportation projects, including Pocahontas Trail, Croaker Road, Longhill Road, Richmond Road and Clara Byrd Baker E.S.	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$7,500,000.00	1	1	74.3	Y	3	This project requested funding in FY19.
O	WJCC Schools	Exterior sewer line replacement - Lafayette H.S.	Replacement of exterior sewer lines to entire building.	\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	2	13	74.3		3	This project requested funding in FY19.
F	Parks & Rec.	James City County Marina	Replacement of existing bulkhead and replacement and expansion of uncovered floating dock system, and two covered boat dock sections; relocation of gas tank/system; and installation of green shoreline in appropriate areas.	\$323,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323,500.00	1	6	63.6	Y	5	This project requested funding in FY19.
C	Fire	Fire Station 6	Construction of new fire station. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.	\$1,000,000.00	\$1,410,000.00	\$6,215,000.00	\$1,285,000.00	\$0.00	\$9,910,000.00	1	1	62.1		6	This project requested funding in FY19.
A	Econ. Dev.	Columbia Drive	Road improvements to Columbia Drive to allow acceptance into VDOT public road system.	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	1	2	59.8	Y	7	This project requested funding in FY19.
D	JCSA	Water Main Betterment	Water main improvements on Longhill and Centerville Road/News Road to coincide with VDOT road projects.	\$360,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$485,000.00	1	1	54.8	Y	8	This project requested funding in FY19.
B	Econ. Dev.	Jamestown Destination Area - Amblers House	Stabilization of the Amblers House.	\$504,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504,500.00	2	2	54.6		9	This project requested funding in FY19. The Policy Committee identified that, while the Amblers House project ranked 9th overall, funding of the seven "Priority (Urgent) Recommendations" identified in the Property Conditions Assessment (pg. 17) prepared by Guernsey Tingle, dated November 25, 2016, is a very high priority to the Committee.
G	Parks & Rec.	New Restroom and Concession Building - CRP	Construction of new building with additional urinals, stalls, changing room and larger concession area to meet existing health department and building code requirements.	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00	2	6	53.1		10	
H	Parks & Rec.	Jamestown Beach Event Park Improvements	Improvements to park including: two additional restroom facilities to support beach and event areas including utilities; providing electrical power to event area; paving of roads, drop off areas and handicap parking; permanent parking in current overflow lot; picnic and concession area improvements; and ADA trail improvements.	\$0.00	\$333,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,633,000.00	3	6	47.5	Y	11	
T	WJCC Schools	Entrance redesign - Berkeley M.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$110,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,176.00	7	13	45.6		12	This project requested funding in FY19.

FY 19 - 23 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2019 Requested	FY 2020 Requested	FY 2021 Requested	FY 2022 Requested	FY 2023 Requested	Total Requested	Agency Priority	Out of	PC Score	Special Consideration	Priority	Other Notes
U	WJCC Schools	Entrance redesign - Lafayette H.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$110,177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,177.00	8	13	45.6		12	This project requested funding in FY19.
V	WJCC Schools	Entrance Redesign - James River E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$39,669.00	\$0.00	\$0.00	\$0.00	\$39,669.00	9	13	45.6		12	
W	WJCC Schools	Entrance Redesign - Stonehouse E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$162,055.00	\$0.00	\$0.00	\$0.00	\$162,055.00	10	13	45.6		12	
X	WJCC Schools	Entrance redesign - Toano M.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$129,814.00	\$0.00	\$0.00	\$0.00	\$129,814.00	11	13	45.6		12	
Y	WJCC Schools	Entrance redesign - Laurel Lane E.S.	Redesign of the entrance so that all traffic entering the building must funnel through the front office.	\$0.00	\$0.00	\$93,159.00	\$0.00	\$0.00	\$93,159.00	12	13	45.6		12	
E	Libraries	New James City County Library Branch	Construction of a new 50,000 SF public library facility by 2023 in or adjacent to the Berkley District.	\$0.00	\$0.00	\$1,406,250.00	\$10,234,375.00	\$13,234,375.00	\$24,875,000.00	1	1	44.3		18	
I	Parks & Rec.	Marina Phase 2	Relocation of existing boat ramp, installation of covered slips, and dredging of basin. Basin is silting in and impacting the ability of boats to launch from the Marina. The phase one project will identify the exact locations where dredging is needed. The ramp needs to be relocated from the front of the marina store to improve operations and to remove the traffic backup in front of the brewery and marina.	\$0.00	\$200,000.00	\$1,300,000.00	\$0.00	\$0.00	\$1,500,000.00	4	6	42.6	Y	19	
S	WJCC Schools	Parking Lot Expansion - Matthew Whaley E.S.	Addition of 46 paved parking spaces to the rear of the building and addition of a BMP.	\$319,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319,815.00	6	13	38.4		20	This project requested funding in FY19.
P	WJCC Schools	School Expansion - Jamestown H.S.	Expansion of the cafeteria space and addition of instructional space.	\$0.00	\$928,877.00	\$10,763,356.00	\$0.00	\$0.00	\$11,692,233.00	3	13	36.8		21	
Q	WJCC Schools	School Expansion - Warhill H.S.	Addition of instructional space.	\$0.00	\$0.00	\$405,009.00	\$4,698,444.00	\$0.00	\$5,103,453.00	4	13	35.3		22	
R	WJCC Schools	School Expansion - Lafayette H.S.	Addition of instructional space.	\$0.00	\$0.00	\$0.00	\$254,229.00	\$2,945,882.00	\$3,200,111.00	5	13	35.3		22	
K	Parks & Rec.	Baseball Field Expansion at WSC	Construction of two lighted turf baseball fields, additional parking and restroom facilities.	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100,000.00	\$2,100,000.00	6	6	34.1		24	
J	Parks & Rec.	Veterans Park Phase 2 Improvements	Complete phase 2 improvements at Veterans Park (splash pad, eastern parking lot addition, bus parking addition, sidewalk connections).	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$400,000.00	5	6	31.5		25	
Z	WJCC Schools	Well Removal - Berkeley M.S.	Removal of existing well.	\$0.00	\$0.00	\$77,661.00	\$0.00	\$0.00	\$77,661.00	13	13	29.5		26	
Total:				\$7,521,168	\$7,441,415	\$25,614,435	\$20,972,048	\$22,414,257	\$83,963,323						

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 8, 2018
4:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Danny Schmidt
Heath Richardson

Absent:

Rich Krapf

Staff:

Paul Holt, Planning Director
Ellen Cook, Principal Planner
Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Roberta Sulouff, Senior Planner
Alex Baruch, Planner
Tom Leininger, Community Development Assistant
Maxwell Hlavin, Assistant County Attorney
Sharon Day, Assistant Director Financial and Management Services (FMS)
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II

Mr. Jack Haldeman opened the discussion.

Ms. Roberta Sulouff stated that, as discussed during the September Policy Committee, transportation impacts formerly addressed in the proffer process are generally assessed under three administrative policies: the Pedestrian Accommodations Master Plan, the Regional Bike Facilities Plan and the Traffic Impact Analysis (TIA). She stated that pedestrian accommodations are already required in the Zoning Ordinance for all administrative cases with some exceptions and exemptions. She stated that staff has drafted Zoning and Subdivision Ordinance amendments to extend those requirements, waivers and exemptions to bicycle

facilities. She stated that most transportation improvements commonly identified through the TIA policy cannot be addressed through master plans or other administrative requirements, as many of those improvements are considered off-site. She stated that staff has recommended the addition of Ordinance language that explicitly addresses the Virginia Department of Transportation and other agencies' roles in the site plan and subdivision approval process. She stated that staff is recommending the addition of an adequate facilities test to provide clarity on how the policy can be used on cases without Special Use Permit (SUP) or proffer conditions. She stated that the policy is to be taken into consideration during the recommendation process. She stated that staff will use the Policy Committee's input to finalize draft language.

Mr. Danny Schmidt stated that he was comfortable with the process.

Mr. Heath Richardson stated that the process has been streamlined.

Mr. Alex Baruch stated that at the next meeting, staff can have final Ordinance language based off of today's meeting in a strikethrough format to be passed on to the Planning Commission (PC).

Mr. Richardson asked if changes can still be made.

Mr. Baruch confirmed and stated that any changes can be emailed to him.

Mr. Haldeman asked if there were any other comments.

There were no more comments or questions.

2. ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy

Mr. Haldeman opened the discussion.

Ms. Ellen Cook stated that there were changes to the Archaeological Policy and Natural Resource Policy since the packet went out and after communicating with the County Attorney's Office. She stated that there are more options for the Policy Committee consideration. She stated that the first option is to continue with the current situation and have the policy apply to SUPs and non-residential rezonings and not residential rezonings. She stated that the second option is to create an overlay district. She stated that for natural heritage resources overlay district would be based on the sensitive areas of the B-1, B-2 and B-3 natural areas in the County. She stated that for archaeology, the overlay would be based on known sites or sensitive areas.

Mr. Paul Holt stated that an overlay district would be added to the zoning of the property and have additional requirements.

Mr. Schmidt asked if the overlay district would only apply to the areas that are known to have sensitive areas.

Mr. Holt confirmed.

Ms. Cook stated that the third option would add a requirement to complete and submit a phase one study for archaeology or an initial species inventory for natural heritage to the submittal requirements. She stated that language could be added to require further studies or management plans if recommended by the phase one study or initial species inventory. She stated that the further studies would need to be completed before obtaining a land disturbing permit. Ms. Cook stated that the fourth option would apply to all development plans and that

the studies would be applied to all site plans. She stated that the third option applies to legislative cases and the fourth option applies to all development cases. She stated that the fifth option repeats the idea of the fourth option, but excludes certain uses from going through the studies.

Mr. Richardson asked what uses would be excluded.

Ms. Cook stated that the specific uses have not been determined, but an example could be a building under a certain amount of square footage.

Ms. Cook stated that the sixth option would apply the requirements to certain zoning districts.

Mr. Holt stated that smaller site plan amendments may not have to go through the requirements for natural resource or archaeological studies.

Mr. Richardson asked if option three and four could be combined.

Ms. Cook stated that option four would include everything that option three would include. She stated that option five is less restrictive than option four.

Mr. Schmidt stated that he would be more comfortable with a hybrid of several options to avoid being too restrictive on single-family homes and smaller development projects. He stated that the history of the County is important to keep in mind when deciding which options to use.

Mr. Haldeman asked if phase one studies are currently required for rezonings and SUPs.

Ms. Cook confirmed, but the County does not accept proffers for residential rezonings.

Mr. Haldeman asked if options three and four apply to residential rezonings.

Ms. Cook confirmed.

Mr. Schmidt stated that there are a lot of areas in the County that have already gone through the phase one study.

Mr. Holt confirmed. He stated that if the Policy Committee looks into option four, it should also look into option five to potential exclude certain uses.

Mr. Richardson asked what the advantages were of an overlay district.

Mr. Holt stated that an overlay is property specific.

Mr. Richardson stated that option two potentially would not be a good fit for the County due to the history of the area.

Mr. Schmidt stated that there is always a possibility of finding a site that was previously unknown.

Mr. Richardson asked if the Policy members wanted to remove options one and two.

Mr. Haldeman stated that he felt option four was his best option because it covers all uses and zones.

Mr. Richardson asked if there were any gains from a legal perspective by going with option five.

Mr. Maxwell Hlavin stated that certain categories can be excluded to make the process more user friendly.

Mr. Richardson stated that a draft list of uses that could be excluded would help members make the decision regarding which option to go forward with.

Mr. Holt stated staff will communicate with the Board of Supervisors (BOS) to receive direction on how it wants staff to proceed with the Zoning Ordinance amendments and a timeline.

Mr. Haldeman asked if the process would be to make a recommendation to the PC and the PC makes a recommendation to the BOS.

Mr. Holt stated that there is no deadline as to when these ordinance changes need to go to the PC. He stated that having conversations with the BOS beforehand will keep the topic fresh in their minds.

Mr. Schmidt stated that creating an overlay district could require a reassessment of the County to accurately define sensitive areas.

Mr. Haldeman asked if there were any more comments.

There were no more comments.

3. ZO-0001-2018 and SO-0001-2018. Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy

Item number three was discussed in combination with item number two. Please see above.

E. NEW BUSINESS

1. FY2019-2023 Capital Improvements Program

Mr. Haldeman opened the discussion.

Ms. Tammy Rosario stated that this meeting is the kickoff to the Capital Improvements Program (CIP) review process. She stated that the Policy Committee reviews CIP requests annually and recommends their priorities to the BOS. She stated that in accordance with the Code of Virginia, the PC evaluates the applications and how they relate to the comprehensive plan. She stated that the BOS considers the PC's rankings in its final budget. She stated that over time the Policy Committee has refined its process for ranking projects. She stated that staff has outlined a three-step process and that today is for broad questions for staff and Financial and Management Services (FMS). She stated that staff is looking for recommendations on which departments to invite for discussions on specific projects.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) Schools should be invited.

Mr. Jose Ribeiro stated that at this meeting, the Policy Committee can identify the questions for the specific departments in advance.

Mr. Haldeman stated that he had questions on many of the projects ranging from specific to more general.

Ms. Rosario asked if there were other questions for WJCC Schools and if there was any missing information.

Mr. Richardson stated that WJCC Schools administration had their CIP plan reviewed and approved by the School Board. He stated that he would like a member from WJCC Schools to provide information on how the list of projects were generated.

Ms. Sharon Day stated that the CIP requests from WJCC Schools match the list in its adopted CIP plan. She stated that a question regarding their process would need to be answered by someone from WJCC Schools.

Mr. Rosario stated that the process taken to generate the list was the same process as last year.

Ms. Day stated that WJCC Schools were required to fill out the same CIP application form as everyone else to keep consistency throughout the process.

Mr. Richardson asked what process WJCC Schools used to generate the list.

Mr. Holt stated that the School Board prioritizes the list and WJCC Schools submits the same requests with FMS. He stated that staff worked with the School Board to better match its process with the Policy Committee.

Mr. Richardson asked who would represent WJCC Schools.

Mr. Holt stated that Mr. Marcellus Snipes would be invited as he is the Director of Operations.

Mr. Richardson stated that he spoke with Mr. Snipes regarding the school entrance redesigns. Mr. Richardson asked what some of the details would be for the redesigns.

Mr. Holt stated that Mr. Snipes will be able to answer that question.

Mr. Haldeman asked if the Policy Committee needs to get into the specifics of the construction projects.

Mr. Holt stated that the previous year CIP process included a well and the Policy Committee used the time with WJCC Schools to ask about the importance of the well and if it was a safety issue. He stated that the Policy Committee can use the information to develop its rankings.

Mr. Haldeman stated that health and public safety is weighted at 15% which is less than quality of life and infrastructure. He asked if health and public safety should be weighted higher.

Ms. Rosario stated that the Policy Committee has the ability to change the weighting system if it desires.

Mr. Haldeman asked if there is time for this CIP process to change the weighting system.

Ms. Rosario responded that it could occur now if desired. She added that one consideration would be when the offset would be occur to increase health and public safety weight.

Mr. Richardson asked how many years the weighting system has been used.

Ms. Rosario stated that the system has been used longer than five years, but there has not been any modifications in the last four years.

Mr. Haldeman stated that he has emailed Mr. Rich Krapf about changing the weights of the categories. He stated that he will send an email out to the entire Planning Commission to make a decision next week.

Ms. Rosario stated that there is a special consideration category that can be used to influence the final recommendation. She stated that the special consideration category asks if the project is required to protect against an immediate health, safety or general welfare of the County.

Mr. Richardson stated that the special consideration helps bring the project addressing safety concerns to the top of the list.

Mr. Richardson stated that he would like Mr. John Carnifax, Director of Parks and Recreation, to answer questions.

Mr. Schmidt stated that he had questions regarding Jamestown Marina.

Ms. Rosario asked if the Policy Committee had more questions for Parks and Recreation.

Mr. Schmidt stated that he would like more information about the Jamestown Beach and the parking.

Mr. Haldeman stated he had questions regarding the Ambler House. He stated that he had concerns about ensuring the preservation of the house.

Mr. Schmidt stated that he does not always look at the cost of the project when making his rankings.

Mr. Richardson stated that he wanted to ask Mr. Carnifax regarding the ability to phase a large project such as the Ambler House.

Mr. Holt stated that Mr. Carnifax will be able to address that question.

Mr. Haldeman stated that his top priority was to address Columbia Drive because of the lower cost of the project.

Mr. Holt stated that the weighting system is a tool to create a prioritized list to send to the BOS. He stated that the Policy Committee gives its recommendation to the PC and the rankings can be adjusted to capture areas that the tool does not cover before giving the list to the BOS.

Ms. Rosario stated that the Ambler House and Columbia Drive are both projects under the Office of Economic Development.

Mr. Schmidt stated that Mr. Krapf had specific questions for the departments. Mr. Schmidt stated that he had a question regarding the number of visitors at the Jamestown Beach.

Mr. Haldeman stated that the Parks and Recreation Master Plan shows a deficit in certain areas of the County and also river access. Mr. Haldeman asked if these deficits could be brought to the CIP process.

Ms. Rosario stated that Mr. Carnifax will be able to help address the question. She stated that WJCC Schools, Parks and Recreation and the Office of Economic Development will be

scheduled to come to answer questions.

Mr. Schmidt asked if WJCC Schools had a contingency plan in place for the bus replacements.

Mr. Richardson stated that a similar question has come up in the past.

Mr. Holt asked how the Policy Committee wanted to divide up the next couple of meetings to ensure each department can hear the Committee's questions.

Mr. Richardson stated that he will be absent on February 15. He stated that he will be at the February 22 meeting.

Ms. Rosario stated that Mr. Krapf will be absent on February 22.

Mr. Haldeman stated that most of his questions would be directed toward WJCC Schools.

Mr. Schmidt stated that he would group Parks and Recreation and the Office of Economic Development together in one meeting. He stated that he had a few questions regarding the library. He asked if the library located in the City of Williamsburg had a solution regarding parking. He asked if the library in James City County on Croaker Road could be expanded.

Mr. Haldeman stated that Mr. Krapf expressed questions regarding the use of electronic books and how that related to physical space needs.

Ms. Rosario stated that the libraries offer several services such as computers and meeting spaces that also drive physical space needs.

Mr. Holt stated that the library director will be able to come in and answer the specific questions. He stated that WJCC Schools will be scheduled for one meeting with the other three departments scheduled together on the other meeting.

Mr. Haldeman asked if there were any other questions.

There were no more comments.

2. Annual Review of the Planning Commission Bylaws

Mr. Haldeman opened the discussion.

Mr. Holt stated that the Policy Committee initiates a review of its bylaws once a year. He stated that staff does not have any recommendations. He asked if there were any changes the Policy Committee would like done.

Mr. Haldeman stated that he does not have any changes.

Mr. Richardson stated that he did not have any changes.

Mr. Holt noted that there appears to be a consensus of the Policy Committee members present that no updates of the bylaws deemed necessary at this time. He stated that in March, the Policy Committee will have the opportunity to reflect on the CIP process and to make any changes to the process for next year.

Ms. Rosario stated that this is the first year that the CIP applications were submitted electronically and FMS/Planning worked closely with Information Technology to roll it out. She

stated that next year, staff will be pushing for the rankings to be submitted electronically as well.

Mr. Haldeman asked if there were any more questions.

There were no more questions.

F. ADJOURNMENT

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 5:30 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 15, 2018
4:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair

Danny Schmidt

Rich Krapf

Absent:

Heath Richardson

Staff:

Tammy Rosario, Principal Planner

Savannah Pietrowski, Senior Planner

Tom Leininger, Community Development Assistant

Sharon Day, Assistant Director Financial and Management Services (FMS)

Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

1. January 11, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the January 11, 2018, meeting minutes.

The motion passed 3-0.

D. OLD BUSINESS

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Jay Everson, 103 Branscome Boulevard, stated that he opposes the classroom expansion applications for \$110 million. He stated that the projections used by the Williamsburg-James City County (WJCC) Schools have been skewed to show more students than the actual enrollment. He stated that Colonial Heritage showed about 12% increase in growth in students. He stated that the projections are based on building permits and the average household size. He stated that the low enrollment projections are projected too low based on the number of homes without children.

Mr. Haldeman stated that there are 12 school applications. He asked if the Policy Committee

members had any questions.

Mr. Danny Schmidt asked if WJCC Schools have a plan if the funding does not get approved for the bus replacements.

Mr. Marcellus Snipes stated that the WJCC Schools are understaffed for bus driver positions, and drivers are required to double their routes. He stated that after the September enrollment, the number of students needing a bus ride to school typically decrease. He stated that the efficiency increases as the school year progresses. He stated that the bus routes are generated by a third party consultant. He stated that when James Blair Middle School was shut down and students were relocated to Hornsby Middle School, five additional buses were needed. He stated that it is difficult to determine where the students are going to come from each year with families moving over the summer and new families moving into the area.

Mr. Schmidt stated that the delays not only impact the students, but also impacts the parents.

Mr. Haldeman asked what the total student enrollment was for 2017-2018 school year.

Mr. Snipes stated that on September 30, the enrollment was 11,670 students.

Mr. Schmidt asked if there will be enough drivers to drive the buses if the project is funded.

Mr. Snipes stated that the WJCC Schools Human Resources Department has reduced the vacancies from 22 to six. He stated that WJCC Schools do not require families to live a certain distance from the school to be eligible to ride the bus. He stated that approximately 73% of elementary students ride the bus and approximately 35% of high schoolers ride the bus.

Mr. Haldeman stated that there have been 178 more students enrolled than projected.

Mr. Snipes stated that another enrollment total is calculated at the end of the school year.

Mr. Rich Krapf asked which projections are used for accessing capacity and capital requirements.

Mr. Snipes stated that the most likely projection is the number used to access future expansions.

Mr. Haldeman asked why the WJCC School Board Capital Improvements Program (CIP) is different than the CIP applications submitted to the Policy Committee.

Ms. Sharon Day stated that the replacement items were submitted as maintenance requests and not as new projects.

Ms. Tammy Rosario stated that the Policy Committee focuses on only new projects and not on the maintenance requests.

Mr. Haldeman stated that the Jamestown High School cafeteria would begin in 2020 and construction in 2021, Warhill High School Expansion begins in 2021 and construction in 2022 and Lafayette High School Expansion begins in 2022 and construction in 2023.

Mr. Snipes stated that the first year is used for design, which is typically 10% of the construction cost.

Mr. Haldeman asked if the enrollment totals lower, would the expansions be delayed until

enrollment increases.

Mr. Snipes stated that the School Board would delay the projects until the enrollment totals increase.

Mr. Krapf asked if the entrance redesigns include identification card entry, electronic locks and barriers.

Mr. Snipes stated that after Sandy Hook Elementary School shooting, members of the administration met to increase the safety of the school entries. He stated that the new entrances would prevent visitors from bypassing the office. He stated that the older schools need to be redesigned.

Mr. Schmidt asked what was included in the changes for Laurel Lane Elementary School.

Mr. Snipes stated that the entrance of the building is located on the side of the building and visitors are able to bypass the office of the building.

Mr. Schmidt stated that the Policy Committee has an opportunity to make the schools safer with the school entrance redesigns. He stated that he would rank these projects higher because of the health and public safety aspect.

Mr. Krapf stated that the entrance redesigns are ranked lower by the School Board compared to the other school projects. He asked what schools are doing to keep the entrance redesigns that are ranked lower safe in the meantime.

Mr. Snipes stated that because of the procedures in place by the school administration and card access entries, the entries are relatively safe. He stated that some schools have security standing at the front of the school. He stated that all schools have cameras at the front doors. He stated that because of the processes already in place, the ranking of the entrance redesigns are lower.

Mr. Haldeman asked if the entrance redesigns can be completed all at once.

Mr. Snipes stated that there are companies that do multiple projects and some companies are not capable of handling multiple projects.

Mr. Schmidt stated that he would rank the redesigns higher to increase safety.

Mr. Snipes stated that there are many safety measures taken to protect the students in an event of an emergency.

Mr. Snipes stated that there is a replacement plan in place for the buses as they age. He stated that in 2026, there are 24 buses due to be replaced. He stated that all of the buses would not be able to be replaced at the same time. He stated that the replacement plan is to replace 10 buses every year.

Mr. Krapf asked if the WJCC Schools are taking into account the possibility of the over-capacity of the high schools only lasting for a short period of time when applying for a school expansion.

Mr. Snipes stated that every year there is a middle school trailer analysis done to show the enrollment going into the high school. He stated that there is a ten-year strategic plan.

Mr. Krapf asked if the schools are looking into the future as to what the enrollment trend will

do or if there is just a random spike in population to create a higher enrollment.

Mr. Snipes stated that the enrollments are projected to increase and stay high. He stated that cafeterias are already beginning to be over-populated. He stated that the state provides a guideline to the amount of square feet of cafeteria space per number of students. He stated that there is work being done to create a long-range facility plan.

Ms. Savannah Pietrowski asked what the process was for the School Board to approve the CIP applications.

Mr. Snipes stated that local contractors provide the school administration with an estimate on the items needed to be done. He stated that the school CIP committee goes through each application to decide which applications will be recommended to the School Board. He stated that the School Board meets with the superintendent to prioritize the list of applications. He stated that the applications are approved by the School Board in December before being presented to the Policy Committee. He stated that the entire process takes approximately a year.

Ms. Pietrowski asked if the Policy Committee is comfortable with the enrollment estimates.

Mr. Haldeman confirmed. He stated that the actual enrollment is higher than the projected enrollment.

Mr. Krapf thanked Mr. Snipes for coming in and answering the questions.

Mr. Haldeman asked the Policy Committee if there were any other concerns or questions with the CIP items.

Mr. Krapf stated that he has emailed the questions to the Policy Committee and staff. He stated that he will not be present at the next Policy meeting.

Ms. Rosario asked if the Policy Committee wanted to address the weighting of the applications.

Mr. Haldeman stated that he is comfortable with leaving them as they are.

Mr. Krapf stated that the weighting factors are a guideline when making the rankings. He stated that the health and safety issue could be as simple as buying two more fire trucks. He stated that the special consideration criteria helps bring the bigger issues to the top.

Mr. Haldeman stated that he would rank Columbia Drive higher because of the lower cost of the project and the potential for it to raise the property values around the area.

Mr. Krapf stated that he makes his adjustments to his rankings after meeting with other committee members and the departments.

Mr. Schmidt stated that he is going to rank the bus replacements higher because of the need and the extra routes that the current buses are being forced to take.

Mr. Haldeman asked if there were additional questions.

There were no more questions.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Krapf made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 4:50 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 22, 2018
4:00 AM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Jack Haldeman, Chair
Danny Schmidt
Heath Richardson

Absent:

Rich Krapf

Staff:

Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner II
Savannah Pietrowski, Senior Planner
Tom Leininger, Community Development Assistant
John Carnifax, Director of Parks and Recreation
Amy Jordan, Director, Office of Economic Development
Betsy Fowler, Director, Williamsburg Regional Library
Laura Messer, Event Coordinator, Office of Economic Development
Sharon Day, Assistant Director, Financial and Management Services (FMS)
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Heath Richardson asked the Policy Committee members if they could comment on the previous meeting.

Mr. Haldeman stated that there is some uncertainty for the enrollment projections.

Mr. Danny Schmidt stated that the bus replacement application is a high priority for him.

Mr. Richardson asked if there is a plan if the funding is not approved for the buses.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) School administration is working on a plan.

Mr. Schmidt stated that the WJCC Schools have put in procedures to protect students. He stated that the entrance redesigns are to make visitors go through the proper locations when entering the school.

Mr. Haldeman asked how the cost estimate was developed for the new library.

Ms. Betsy Fowler stated that she worked with three architecture firms and researched libraries across Virginia to develop an average cost.

Mr. Haldeman asked if land acquisition was factored into the cost.

Ms. Fowler stated that the preferred site is to use County-owned land. Ms. Fowler presented the new library application to the Policy Committee. She stated that James City County residents are the majority of the visitors for both libraries. She stated that overall, libraries are being used as meeting spaces for the community and less for the storage of books. She stated that a joint facility would serve both James City County and City of Williamsburg and both localities would pay for the facility. She stated that the Library Board recommended a new library in 2007, but the recession delayed its approval.

Mr. Richardson asked if a joint facility would be located in the City of Williamsburg.

Ms. Fowler stated that the City of Williamsburg may want to build a new larger facility near the downtown center. She stated that the new site would depend on the availability of land and parking.

Mr. Haldeman asked if the Policy Committee is still able to make a recommendation on the new facility if a decision has not been made between James City County and the City of Williamsburg on the location.

Mr. Richardson stated that the rankings are just a recommendation and are separate from the arrangement between the two localities. He stated the Policy Committee is able to rank the application based on the demand for services.

Ms. Fowler stated that there are trade-offs for having a joint facility. She stated that the operating cost is split-up for a joint facility.

Mr. Richardson asked if there is a possibility for the Grove area to be a site for a new library.

Ms. Fowler stated there is a possibility to work with Parks and Recreation to create pop-up libraries in the Grove area.

Mr. Schmidt asked if other departments use the library for meeting areas.

Ms. Fowler stated that the theater and the different rooms are used for different city departments and different outside events. She stated that a new library would provide James City County a place for cultural events.

Mr. Schmidt asked if there could be an expansion to the Croaker Road library.

Ms. Fowler stated that the facility was built around 1996 and has a lot of flexibility because of the design. She stated that there have been some requests to update parts of the library. She stated that the library has explored options of working with Parks and Recreation to provide

trails and other outdoor facilities to the library, as a way to maximize use of outdoor space for community needs.

Mr. Richardson asked what impact technology has on the library.

Ms. Fowler stated that book circulation trend has remained steady. She stated that programs attract people to the library. She stated that there are specialized programs and hands-on activities that bring more people to libraries.

Mr. Haldeman asked what the Stryker Building is used for.

Ms. Fowler stated that the Stryker Building is used for city administration and library administration. She stated that there is meeting space available as well. She stated that the library administration would work with County staff to determine the site of the new building.

Mr. Haldeman thanked Ms. Fowler for coming in.

Mr. Haldeman opened the discussion about the Parks and Recreation applications.

Mr. Richardson asked if the Jamestown Beach Event Park had received funding.

Mr. Carnifax stated that it did not. He stated that the master plans for the marina and the event park needed to be revisited.

Mr. Richardson asked how critical the improvements are.

Mr. Carnifax stated that there are minor improvements at several sites. He stated that Billsburg Brewery is limited on the amount of work that is able to be done because of the building's location in the flood zone.

Mr. Richardson asked what the needs were for the baseball fields.

Mr. Carnifax stated that baseball is a growing sport and there is a high demand for the facilities. He stated that there would be additional parking and restrooms.

Mr. Haldeman asked if artificial turf fields would replace the current fields.

Mr. Carnifax stated that artificial turf would only apply to the new fields.

Mr. Haldeman asked how the staff calculated the amount for the baseball fields.

Mr. Carnifax stated that staff looked at the costs of similar projects around Virginia to develop a cost. He stated that the marina improvements causes the most concern with amount of unknowns going into the application.

Mr. Schmidt asked what the parking lot surface would be for the Jamestown Beach.

Mr. Carnifax stated that research will need to be done and the surface will be pervious.

Mr. Schmidt asked for more information on the Chickahominy Riverfront Park application.

Mr. Carnifax stated that the County has made small improvements, but when the restrooms need to be replaced, the building will have to meet the new codes and regulations.

Mr. Haldeman asked if there were multiple event sites at Jamestown.

Mr. Carnifax stated that the current event site and the site on the master plan are two different areas. He stated that staff preferred the current event site.

Ms. Amy Jordan stated that the current event site was planned for 1,500 people and an event over the summer drew around 3,000 people. She stated that the Ambler House would be a smaller event site.

Mr. Haldeman asked if there was a possibility of stabilizing the Ambler House instead of the full renovation project.

Ms. Jordan stated that stabilizing the house is important. She stated that utilities will need to be brought to the house. She stated that interior improvements will wait until a decision is made on what the space will be used for. She stated that staff has met with the Virginia Department of Historic Resources to determine what parts of the house need to be repaired and how to accurately repair the home.

Mr. Haldeman asked about the deficiency of facilities around the County.

Mr. Carnifax stated that previously, there were standards in place at the federal level. He stated that the County generated its own standards based on a 2009 study. He stated that the projects are prioritized to spread them over several years. He stated that staff is looking into areas in Grove to develop a park facility.

Mr. Haldeman asked if the Jamestown Beach Event Park and the Jamestown Destination Area can be combined into a single application.

Mr. Carnifax stated that the hope is to group the projects and phase them in once funding is approved.

Mr. Richardson asked if there was any confusion for staff when the two applications came in.

Ms. Sharon Day stated that there was confusion and required a meeting to figure out the two applications. She stated that it is important to separate the two because tourism dollars are applied to specific projects.

Mr. Schmidt asked if there is an agreement between the marina and the Jamestown-Yorktown Foundation regarding parking.

Mr. Carnifax stated that there is not a current agreement, but there have been discussions between the two to develop an agreement.

Ms. Savannah Pietrowski stated that the Policy Committee had questions regarding the visitation numbers of the Jamestown Beach.

Mr. Schmidt asked how a fee has impacted the number of visitors.

Mr. Carnifax stated that the fee had not impacted the numbers. He stated that the weather has a greater impact than the fees. He stated that the fee only applies to nonresidents of James City County.

Ms. Pietrowski stated that the Policy Committee had questions regarding grant funding.

Mr. Haldeman asked if the funding needed to be matched.

Mr. Carnifax confirmed.

Ms. Jordan stated that before applying for a grant, the County has to verify that the funds are allocated.

Ms. Day stated that the issue with grants is that if the County has the funds for the project, the grant may not be approved.

Mr. Haldeman stated that the Policy Committee appreciates the departments for coming in to answer questions and thanked them for their time.

Ms. Rosario stated that the Policy Committee Members can reflect on the past two meetings with the departments to generate their scores and rankings.

Ms. Pietrowski presented the preliminary rankings to the committee members. She stated that the Stormwater Capital Improvements Program application currently shows as the top priority.

E. NEW BUSINESS

There was no new business.

F. ADJOURNMENT

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 5:40 p.m.

Mr Jack Haldeman, Chair

Mr. Paul Holt, Secretary



A Property Conditions Assessment of the
Amblers Residence
Jamestown Road, James City County, Virginia

November 25, 2016

Property Conditions Assessment



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Property Conditions Assessment



Introduction

The intent of this Assessment is to evaluate the physical condition of the buildings and adjacent site, and to recommend what needs to be done in order to:

1. Make improvements to the site that would address maintenance issues and provide the needed infrastructure to support increased use of the site and buildings.
2. Make needed repairs to the existing buildings.
3. Make improvements to the buildings that would allow them to be put back into functional use by the County, and would allow them to support potential uses of the building and site.

To do this, the following assessment looks at the existing building and site and provides an evaluation of their current condition, then makes recommendations for improvements that address repair needs, and improvements as indicated above. These include a sketch of an option to renovate the servant's quarters for use as restroom facilities to support site programming.

These recommendations are supported with a budget estimate to accomplish the proposed items of work.

Finally, there are scaled drawings that we have developed of the house that show existing conditions and provide a basis for the development of options for use of the historic structure.

Amblers Residence

Property Conditions Assessment



Amblers Residence, servant's quarters, smokehouse, and 1619 site looking toward the James River

Site Assessment & Recommendations

The Amblers Residence is located on a magnificent and historic site overlooking the James River to the southwest. Significant events of early American history transpired on and around the location of this house that was first built on the site on or around 1852. Because of its nature and location, it has the potential to contribute to the interpretation of the history that has taken place around it in a way that is not currently being done at any location. In addition, the site offers a prime location for staging both public and private events, and is already being used for this purpose. While there are certain restrictions upon the use and development of the land – particularly between the house and the river, there are certainly a number of things that could be done that would significantly enhance the ability of the site to support its use as a premier venue for certain types of events. Certain improvements would facilitate the development of this as a successful event venue. They include:

1. Connection of the house and outbuilding to County water and sewer service.
2. Renovation of the outbuildings to provide restroom facilities that would support outside events.
3. Provision of utilities to a tent site that would allow receptions or other events to occur. One option is the area within the U-shaped lawn defined by the boxwood to the NW of the house. This area is about 42' x 70' in size. Additional utilities could also be provided that would support food trucks.
4. Provision of some level of kitchen facilities that would support outside events – perhaps in the existing garage area (currently used to support archaeological excavations occurring on site). These kitchen facilities could also potentially support restaurant operations within the house, should that be determined to be a “best use”. However, it will be necessary to provide storage somewhere both for archaeological operations and for maintenance of the gardens that are proposed to be restored on site. It may be possible to accommodate both functions within the existing garage area.
5. Improvements to road and parking facilities would help support use of the site. This will have to be master planned to work in concert with other uses of the overall park, but could include some additional parking – either temporary or permanent, and design of functional site entries for daily use (and for events, if different). Parking to support regular (non-event) use of the site could be provided near the house that would be more convenient than walking in from outside the current gate.
6. Interpretation of the historical “story” of the site and area. This could include not only interpretation of the current excavations, but also the “Great Road”, the history of the ferry and Lafayette’s (and others) landing there, surrounding battles, native American presence on site, etc. This is also an opportunity to highlight historical stories that other JCC facilities interpret, such as Freedom Park, Norge Depot, and to promote tourism to those sites.
7. Better connectivity could be provided from the house area to the rest of the park area. Depending upon how the house is developed and re-purposed, once it is back in use, it may make sense to weave it into the overall vision for the park, encouraging people to visit and to experience the historic aspects of the site.

Amblers Residence

Property Conditions Assessment



First Floor Plan



View from North toward South (the rear of the house)

Exterior Building Assessment

The structure is a two-story slate-roofed brick structure over a basement, consisting of a T-shaped original structure with solid brick bearing walls, and a wood-framed, brick veneer addition on the northeast side of the original structure that creates a symmetrical appearance on the entry elevation. This expansion added four more bedrooms and bathrooms to the original structure, and a recreation room in the basement. A garage with attic space above was also added to the northeast, and a kitchen was added to the northwest (at the rear of the house) looking out onto the garden, with a deck above, accessible from the second-floor bedroom area.

Condition of Brickwork

The condition of the brickwork is generally quite good for a building of this age. Mortar is in generally good condition, and structural cracking that has occurred in the past has mostly been repaired, though in some cases, not in a very skillful way. The cracking and the resulting repairs can primarily be seen between the first and second floor windows in the original portion of the house, where there were apparently issues with the lintels that were previously remedied. There is some additional cracking at the south corner of the house and above the basement window adjacent to the porch entry, and at the opposite end of this front wall, along with mortar deterioration that needs repair. The west chimney cap on the original portion of the house is missing bricks and needs to be repaired, and there are some relatively minor locations where mortar has deteriorated and needs to be re-pointed with historically appropriate mortar on the main house.

There are moisture issues in the southeast wall at the main entry which are manifesting themselves in plaster deterioration at the northeast end of the entry wall, and to a lesser extent at the southwest end of the wall and on the northeast wall at the stair to the second floor. This requires further investigation, but should be addressed as quickly as possible, as plaster in these areas is in distress, and will further deteriorate unless the problem is resolved. The problems may be due to gutter and downspout issues that are allowing water to flow down this wall, and it may be that it is exacerbated by penetration of water at the vertical joint between the original building and the NE addition. If this is the case, a proper sealant joint may need to be created at this joint between the two eras of brickwork, and the roof drainage issue resolved. Another potential source of water penetration may be water making its way through the NE wing brick veneer finding its way back into the original building wall.

It should be noted that there are also the normal issues of rising damp in the basement of the original portion of the house, where moisture is wicking up the basement walls and producing some deterioration. Areas where deterioration is occurring should be repaired/repointed with historically appropriate replacement brick and mortar, and consideration should be given to providing dehumidification in the basement areas of the original portions of the house.

At the outbuildings, brickwork is in poorer shape, with significant areas of mortar deterioration, some of which have had previous attempts at mortar repairs with inappropriate Portland cement mortars. These should be removed, and the brickwork re-pointed with historically appropriate mortar as soon as possible, before further damage occurs. In addition to the need for mortar repointing, the cap of SE chimney on the servant quarters building is missing bricks and needs repair, and there are structural cracks in the chimney that have been repaired in the past that should be further investigated to determine if additional repairs are needed. There are limited areas of Portland cement parging at the servant quarters that were probably applied in an attempt to prevent further deterioration of the masonry. These could be left "as-is", or carefully removed when mortar repairs are made, though there is some risk of further damage to the brickwork beneath. It should be noted also that steel/iron lintels over the doors and windows are corroded and may need to be replaced/re-built, or at least treated to halt further deterioration. The lintel over the garage door on the main house is showing some limited areas of rust as well. Rust should be removed, the areas treated and re-painted when exterior painting occurs.

Amblers Residence

Property Conditions Assessment



Brick between Windows



S corner of house by porch steps



West chimney cap



"Rising Damp" deterioration in basement



Plaster damage from moisture issues



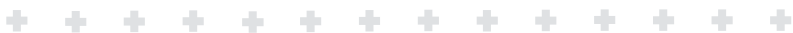
Servant Quarters improper mortar repairs & corroded lintel



Brick Issues at Servant Quarters



Servant Quarters Chimney



Amblers Residence

Property Conditions Assessment



Damaged slate



Nail in porch roof repair area



Flat seam metal roof at porch



Gutters at porch roof needing repair



Built-up roof under second floor deck



Smokehouse roof deterioration

Condition of Roofing

The slate roofing on the house and servant's quarters is understood to be approximately 65 years old, and is generally in good condition. It appears that this slate was installed over the earlier metal shingle roof, which remains at the servant's quarters. There are quite a few cracked or missing slates in various places both on the main house and servant's quarters that should be repaired/replaced. While virtually all of the roof flashings on slate roof areas are copper or lead, any that are not should be replaced to match the materials used on the rest of the roof.

The southwest porch on the main house is roofed with a flat seam metal roof that was installed in the same time period as the slate roof. It has been recoated with aluminized coating, and is in generally good shape. Repairs were made to the roof within the last several years when a tree limb damaged the roof, and these repairs, though adequate, are not nearly the same quality as the original roof. There is more than one nail driven through the metal roof in this area, at least one of which has backed out, leaving a leak path. This penetration should be fixed, and ideally, the damaged portion of the roof that was previously repaired should be replaced with metal detailed to match the rest of the roof. When gutters are repaired/replaced, the roof edge metal should be reworked to provide proper flashing to deflect water into the gutter. Currently, the wood behind the gutter is exposed, and subject to further deterioration.

The roof on the kitchen, over which a wood deck has been built, is a gravel-surfaced built-up roof, which appears to still be performing adequately, probably due to the protection that it has had from the sun because of the deck installed over it. When the deck is removed and re-built, this roof should be examined more carefully to verify its condition, and to make sure that water that drains through the deck is has clear passage into the gutters that surround the roof. There is a flat seam copper roof over the small screened porch at the rear entry to the current kitchen that appears to be in good condition.

The smokehouse roof is a stamped metal shingle roof that was apparently installed in the Dimmick renovations of the 1930s, and has been coated with aluminized coating in the past to extend its life. This roof is now displaying significant rust, and should be stripped to remove rust and previous coatings, then treated and re-coated with an appropriate roof coating to prolong its useful life.

Gutters and Downspouts

The main house roofs are drained with copper gutters and downspouts that drain either into underground drainage, or onto grade. Corrugated polyethylene drain pipes have been added in the past years to direct water away from the house to help reduce moisture penetration of the exterior brick walls. Gutters are a combination of half-round and ogee gutters, with corrugated downspouts. Gutters have been severely bent in some places, where ladders have been placed against them to access the roof – particularly at the porch. It is reported that maintenance staff clean leaves out of the gutters twice a year, and we recommend that this practice continue. Sections of damaged gutter should be replaced, and joints repaired to eliminate leaks, and both gutters and downspouts re-attached where they have come loose. At the southwest porch, consideration should be given to removing this gutter, replacing the wood behind it, and providing proper flashing to direct water into the gutter, so that no wood is exposed when the gutter is replaced. The edge of the flat-seam metal roof should be re-secured using proper detailing to create a watertight condition, and the gutters repaired and re-hung or replaced. There are a couple of places on the house where diverters are needed or a deflector at the top of a gutter to direct water down into the gutter, to keep it from cascading over the gutter and wetting adjacent brickwork. One example of this is where the garage adjoins the rest of the house on the southeast side, where brickwork on the house is being saturated by overflowing water.

Water from downspouts must be directed away from the house, either by directing it into underground drainage, or onto splash blocks and positive grading should be provided to drain water away from the house.

Amblers Residence

Property Conditions Assessment



Damaged gutter at porch



Downspout into underground storm pipe



Gutter at garage and main house overflowing



Rework detail at porch roof edge/gutter



Trim rot above 2nd floor deck



Basement bulkhead trim rot

One further note – though not part of roof drainage, the lightning rod that is attached to the southeast (front) wing of the house has become disconnected, and is hanging out from the front of the house. It was not determined whether the overall lightning protection system was still operational.

Condition of Exterior Woodwork

Generally speaking, exterior woodwork is in good condition, but paint has deteriorated in the last few years, and it is important that this woodwork be properly prepared and repainted in the near future, or more serious damage may occur that will require more expensive repairs. The most noticeable areas of rot or damage are around the porch, where a first floor window sill is rotted, and at the southeast entry door to the porch, where there is an open hole under the entry door, caused by water damage, which has also impacted the floor inside the same door. It appears that the structural framing under at this entry door has also been affected and may require some repair as well. This condition should be remedied immediately, as the hole is providing open access for water and for animal entry into the crawlspace, and if untreated, will require more extensive and expensive repair. At the least, the hole should be sealed and any pest issues addressed immediately.

Other areas where wood damage has occurred include the roof trim at the south side of the basement bulkhead, and cornice trim at the end of the gutter at the second level above the roof deck at the west side. Sides of dormers are showing some signs of deterioration, which if dealt with quickly, may be resolvable with proper preparation and painting.

The other, most significant woodwork needing repair/replacement is the wood deck and railing that is located on the roof of the kitchen addition. The deck is in poor condition, and the wood railing is falling apart. This railing was also not compliant with code, and should be replaced with a historically appropriate design that meets code requirements for structural strength and for guardrail opening sizes. The deck is currently treated wood over sleepers on the built-up roof. The deck should be removed, any issues with the roofing addressed, and a new deck provided using a low-maintenance decking synthetic material.

Condition of Windows & Doors

Windows all appear to date from the Watts reconstruction of the 50s, and are single glazed wood windows with 9 over 1 and 6 over 1 sash in the house, 8 over 8 and 6 over 6 sash on the second floor of the porch and 12 over 1 and 9 over 1 windows on the first floor of the porch. Aluminum storm windows have been applied to them since the original installation – some of which are now broken and need repair. In addition, some of the original windows themselves need repair and in a couple of locations (The northeast garage dormer is one), glass has been broken out and needs to be replaced immediately to prevent water damage to the interior. All windows in the house are set in segmented arch brick openings, and have flat wood trim. Windows on the front of the house have operable louvered wood shutters that appear to be in generally good condition. Since the storm windows have been installed, these shutters can no longer close. The shutters should be re-painted and checked for any evidence of rot. Basement windows are single-paned glass in arched head masonry openings.

Exterior doors are paneled wood doors, and are in generally acceptable condition, except for the half-lite door on the SE side of the garage, whose horizontal lower stile is missing. This door should be replaced with a new door or repaired. It is likely, however, that when an actual use for the house is determined, the existing exterior doors may need to be re-worked or replaced to address accessibility and function—existing doors do not now function well.

Amblers Residence

Property Conditions Assessment



Rot at south entry to porch



Rot at porch window sill



Deteriorated second floor deck and railing



Deteriorated garage door



Smokehouse door deterioration



Newer windows at porch



Wood damage at garage dormer



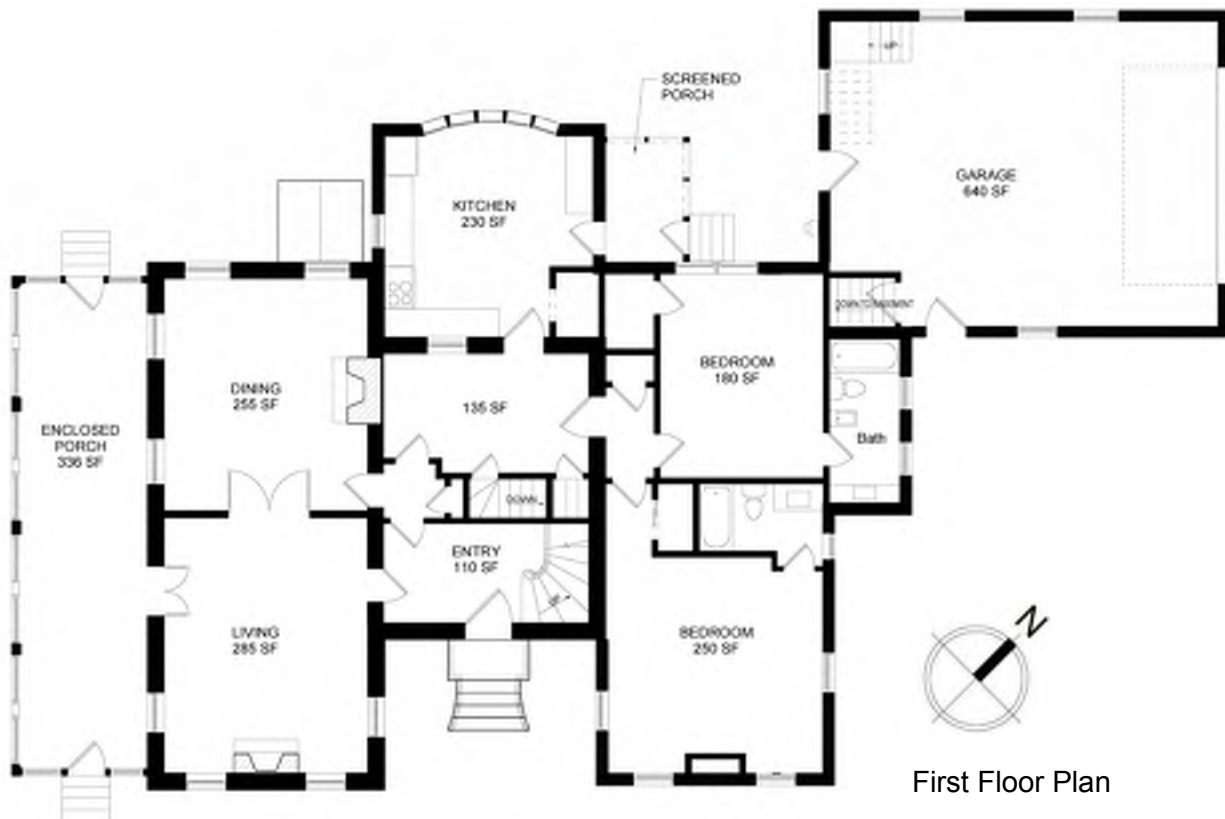
Typical storm & screen windows



Screen Door deterioration at bulkhead



Typical Basement window with screen



The interior of the house, while dated, is in reasonably good condition, partly due to the humidity control that been maintained through the installation of the heat pump unit approximately 10 years ago. The main current issue appears to be plaster deterioration that is occurring in the front hall as a result of moisture issues in the wall, which has been discussed and is a priority item that needs to be addressed. The other thing that we are recommending as a priority item to be addressed is the removal of the friable asbestos in the basement and porch crawlspace.

The house currently has no water service, and the electrical service is limited to powering the current HVAC unit, the security system, and providing a 220V receptacle in the garage for event use. Existing electrical power and lighting circuits have been disconnected for safety. Any real use of the house and outbuildings will require replacement of the electrical systems, HVAC systems, and likely most of the plumbing systems as well as the provision of upgraded electrical service and new water and sewer service to the house and outbuildings. The original hydronic heating and old Carrier HVAC systems should be removed.

There is a vertical wheelchair lift in the house which would not comply with current code, and should be removed and the floor opening filled.

The kitchen is a residential kitchen with out of date casework, plumbing and appliances, and should be gutted. This room itself is one of the nicest in the house. When the overgrown landscaping around the house is removed, this room will have a fantastic view to the garden behind the house which should be taken advantage of in the re-purposing of the house for its new use.

The pairs of bedrooms and their associated bathrooms in the 1950s wing of the house are of reasonable size and have potential to be used for lodging, should the proposed use of the house include this need. Alternately, subject to approval by the State Historic Preservation Office, these spaces in the 1950s wing could be re-purposed for other uses.

While second floor spaces are only accessible by stair, if the porch facing the river is renovated and opened up to its original form, and the deck overlooking the garden is renovated, these second floor rooms would have access to these wonderful outdoor spaces, and would provide a wonderful venue that could certainly support use for a destination wedding or for short term lodging. These spaces could certainly also be used for administrative spaces as well.

The floor structure (particularly on the first floor should be evaluated to determine whether it has the structural strength to support public use without reinforcement. It should not be an issue to provide additional reinforcement if required by proposed loads.

New HVAC equipment and electrical distribution should be made easier by being able to provide main distribution below the first floor and above the second floor. However, there will be some impacts to finishes in order to run electrical distribution to needed locations, and care will have to be exercised to minimize these impacts.

Most of the finishes and trim have been successively rebuilt or replaced over the house's history, but there are still some original elements that should be preserved. It is assumed that the oldest portions of the house will remain largely "as-is", with the exception of the provision of new HVAC and electrical systems.

Property Conditions Assessment



Prioritized Recommendations

Priority (Urgent) Recommendations

1. Remove all vines that are attached to the buildings immediately to prevent further damage to the structures. Remove all vines and plant growth from the power lines extending from the power pole with the transformer to the power pole adjacent to the smokehouse. Remove or significantly prune back all landscaping around the house to allow air movement and access to the exterior of the house to do the work.
2. Repair broken windows, damaged doors, rotted wood, missing trim, and roof penetrations that could result in water intrusion into the house.
3. Abate friable asbestos from the house as soon as possible – it appears to be deteriorating in the basement of the older portion of the house and in the crawlspace under the porch, and should be removed as soon as possible.
4. Re-point deteriorated mortar in brickwork, removing inappropriate prior repairs, in order to stabilize brick walls and prevent further deterioration of masonry. At the same time, make repairs to chimney caps and any other damaged areas of brickwork.
5. Repair or replace gutters and downspouts—especially those that are damaged to the point that they are either leaking or not properly functioning, so that water is properly drained away from the house – to prevent any further deterioration to masonry or woodwork. Address moisture issues that are impacting interior plaster, and stabilize plaster to prevent further deterioration.
6. Remove all loose paint, and re-paint woodwork on the buildings to prevent any further deterioration of woodwork.
7. The underground oil tank behind the garage should be emptied of any remaining oil, and either filled and abandoned, or (ideally) the oil tank should be removed.

Recommendations for Renovation of the Buildings to Restore them to usable Condition

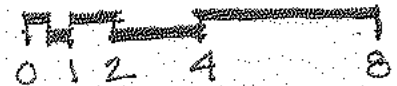
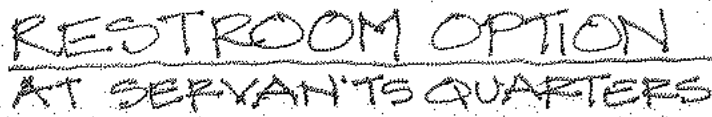
While details of renovations will be determined as building function and designs to support them are developed, some of the likely work items include the following. Note that all work will need to be approved by the State Historic Preservation Officer.

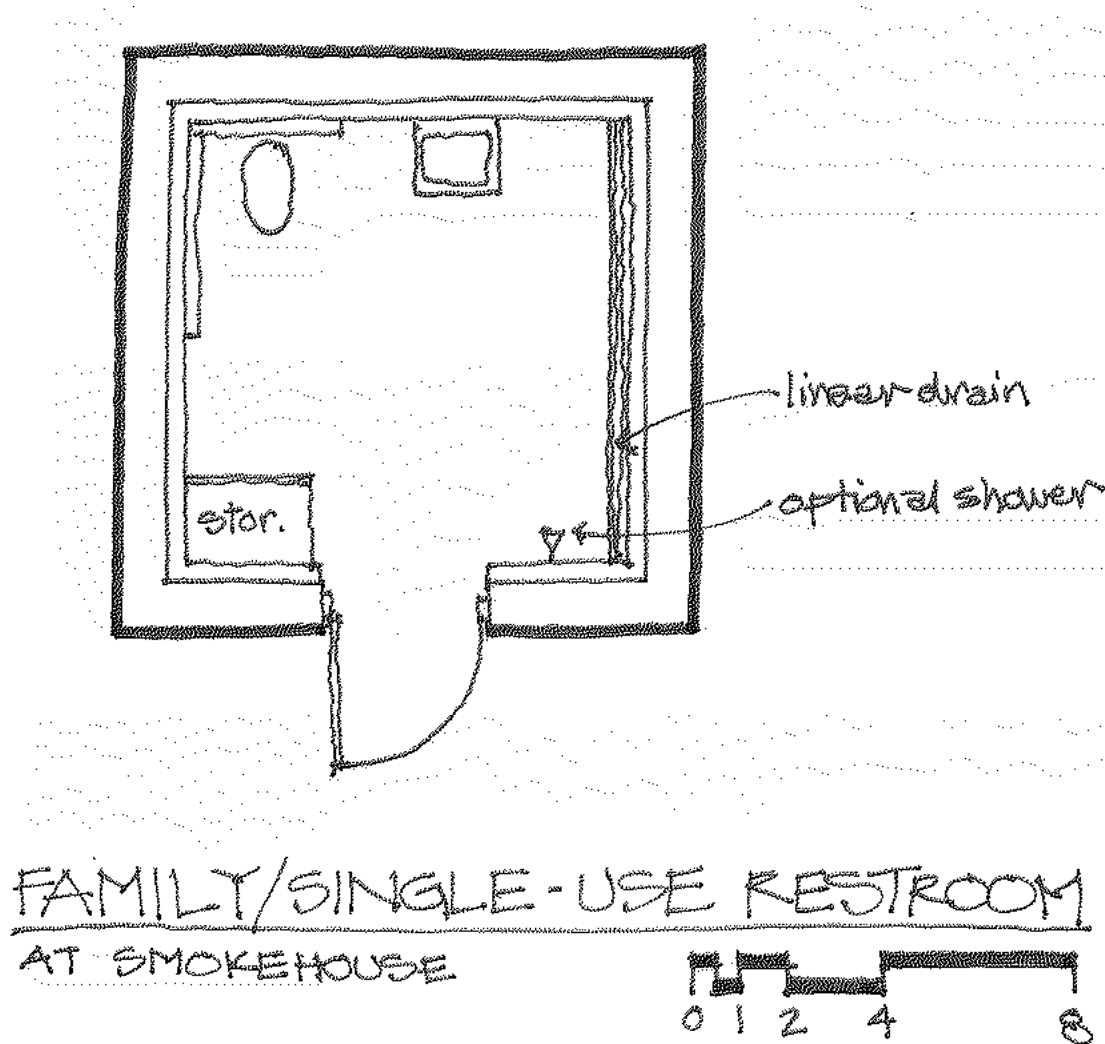
1. As discussed in Site Recommendations, provide water, sewer and upgraded electrical service to the house and outbuildings, and utilities to an event tent site behind the house.
2. Convert the servant's quarters to provide men's and women's restrooms, which will provide needed support to current activities being programmed at the site. Convert the smokehouse for use as a family/unisex restroom.
3. Determine the proposed use for main house, and what will specifically be needed to address programmatic needs for the new use. This use of the old portions of the house could include interpretation of the history or the building, surrounding area, and other JCC historical sites.

(Continuation of Recommendations)

4. Remove old HVAC and electrical systems, and provide new HVAC, electrical distribution and lighting throughout the house, coordinating work with proposed use(s) for the house.
5. Rework existing plumbing to bring it up to code, and provide new fixtures as required, including providing accessible restroom facilities as needed to support the new use of the house.
6. Remove all existing kitchen cabinets, plumbing and appliances and prepare existing kitchen area for new use.
7. Remove existing vertical lift inside the house and close floor openings.
8. Repair/replace wood deck and railings at second floor deck & make any roof repairs as necessary.
9. Provide a ramp for accessibility to the main house and coordinate design with porch renovation and other work to provide best accessibility.
10. Insulate floors and ceilings of house.
11. Install dehumidification in basement to reduce moisture issues.
12. Repair windows and storm windows.
13. Rework front entry steps and landing to improve function.
14. Rework entry doors to comply with code
15. Refinish wood floors and re-paint all walls and ceilings after making any needed plaster repairs and after any renovations have occurred to address functionality.
16. Address door clearances and hardware requirements to allow accessibility to at least the first floor portions of the structure to respond to the requirements of the proposed building use.
17. Rework the porch facing the river to restore its function as a two-story open porch, providing columns, railings, steps and lighting consistent with the original building period. Obtain approval from the SHPO for any exterior changes to the house. The restoration of the porch will include archaeological exploration and data recovery efforts required by the SHPO.
18. Provide additional improvements on site that include parking to support the function of the house, mainly including parking.

Note that these recommendations do not include the development of historic interpretation or improvements to the house that are specific to a particular function.

[illegible]



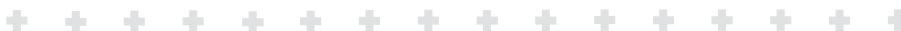
This layout shows one option for the renovation of the smokehouse building for use as a family/single-use restroom to support use of the site for events.



Amblers Residence

Renovation Cost Projections

First Estimate—Constructed as one Project
Second Estimate—Constructed as Multiple Smaller Projects



Cost Projection for Renovation of the Amblers Residence

This is a estimate of costs to renovate the Amblers Residence that includes:

1. Addressing needed repairs identified in limited field investigation and using best information available at the time of this report.
2. Providing needed utilities to the buildings in order for them to be able to be made functional for County use. We understand that there is not current water supply to these buildings, and we have assumed that they are not now connected to the County sewer system, but will need to do so.
3. Providing new building HVAC, electrical and plumbing systems in order to make the building operational for County use.
4. We have assumed for the purposes of this estimate that the basic layout of the house will remain as it currently is.
5. We have included costs to convert the servant quarters and smokehouse into restrooms that would allow functions to occur on site without requiring access to the house itself.
6. We have included costs to rebuild the porch facing the river and return it to its original open porch configuration.

We have further made the following assumptions:

1. The cost of a commercial kitchen or a catering kitchen will be an addition to the costs included in this estimate, should food service become a part of the use of the building or site.
2. We have included the cost to construct one accessible ramp to provide access into the house.
3. We have not included an elevator in the estimate.
4. We have not included any costs in the estimate to make changes to the garage or the second floor over the garage at this time.
5. We have assumed that the electrical service will have to be upgraded to support new HVAC systems for the buildings in addition to any unusual loads that might be required by specific uses.
6. We have not included costs for any significant renovation of the basement area, and have anticipated that it would not be occupied (heated and cooled) space, but rather used for storage and/or support functions.

The first two pages that follow are an estimate that assumes all of the work is done as a single project. The next four pages breaks the work apart into phases to allow it to be constructed as funds become available. Costs are all shown in today's dollars.

Amblers Residence Preliminary Budget Costs				
(If Constructed as One Project)	4,545	SF	(existing 1st & 2nd floors)	
	3,873	SF	without porch	
SITework & BUILDING EXTERIOR			Unit Cost	Total Cost
New Water Service to house and outbuilding	1	LS	\$ 25,000	\$ 25,000
New Sewer Service to house and outbuilding	1	LS	\$ 35,000	\$ 35,000
Upgrade electrical service to hse & outbldg	1	LS	\$ 10,000	\$ 10,000
Remove overgrown plantings	1	LS	\$ 10,000	\$ 10,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
Utilities to support tent site	1	LS	\$ 10,000	\$ 10,000
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Remediate/Remove Underground Fuel Tank	1	LS	\$ 5,000	\$ 5,000
Brick/Chimney Repairs for house	1	LS	\$ 10,000	\$ 10,000
Brick/Chimney Repairs for outbuildings	1	LS	\$ 10,000	\$ 10,000
Slate Roof Repairs	1	LS	\$ 5,000	\$ 5,000
Replace Lightning Protection	1	LS	\$ 5,000	\$ 5,000
Re-coat & repair low slope roofing	1	LS	\$ 5,000	\$ 5,000
Repair, Prep & Paint exterior woodwork	1	LS	\$ 16,000	\$ 16,000
Window/stormwindow repair/re-glazing	1	LS	\$ 7,500	\$ 7,500
Miscellaneous Repairs	1	LS	\$ 15,000	\$ 15,000
Gutter & DS repair/replacement - hse & outbldg	275	LF	\$ 45	\$ 12,375
underground drainage for downspouts	1	LS	\$ 7,000	\$ 7,000
Ramp for Accessibility	1	LS	\$ 25,000	\$ 25,000
Replace 2nd floor deck & railing	1	LS	\$ 15,000	\$ 15,000
COST PROJECTION FOR SITework & EXTERIOR BUILDING WORK				\$ 337,875
BUILDING INTERIOR			Unit Cost	Total Cost
Selective Demolition (kitchen, PM&E)	1	LS	\$ 10,000	\$ 10,000
New Electrical Distribution	1	LS	\$ 75,260	\$ 75,260
New Lighting	4,545	SF	\$ 2	\$ 9,090
New HVAC	4,545	SF	\$ 15	\$ 68,175
Plumbing Repairs/Upgrades	4,545	SF	\$ 5	\$ 22,725
Plaster Repairs	1	SF	\$ 8,000	\$ 8,000
Asbestos Abatement	1	SF	\$ 10,000	\$ 10,000
Insulation @ 1st floor & 2nd floor ceiling	4,545	SF	\$ 2.50	\$ 11,363
Refinish Wood floors	4,545	SF	\$ 5	\$ 22,725
Structural Repairs & reinforcement	1	LS	\$ 10,000	\$ 10,000
Gut kitchen & refinish not as kitchen	1	LS	\$ 7,500	\$ 7,500
New windows in kitchen	70	SF	\$ 75	\$ 5,250
Re-work doors and hardware	1	LS	\$ 10,000	\$ 10,000
Remove lift / Fill floor opening	1	LS	\$ 3,500	\$ 3,500
Employee Break Area	1	LS	\$ 3,500	\$ 3,500
Painting	4,545	SF	\$ 4	\$ 18,180
COST PROJECTION FOR INTERIOR BUILDING WORK				\$ 285,268

Amblers Residence

Property Conditions Assessment

PORCH RESTORATION			Unit Cost	Total Cost
Selective Demolition	1	LS	\$ 10,000	\$ 10,000
New Foundation	1	LS	\$ 7,500	\$ 7,500
Paint Removal on existing brick walls	1	LS	\$ 5,000	\$ 5,000
Re-framing porch floors	730	SF	\$ 40	\$ 29,200
New porch decking	730	SF	\$ 18	\$ 13,140
New porch railings	120	LF	\$ 100	\$ 12,000
New columns - structure and trim (7 @ 18' +/-)	7	EA	\$ 4,000	\$ 28,000
Temporary Construction & Scaffolding	1	LS	\$ 8,000	\$ 8,000
Electrical for porch	1	LS	\$ 4,000	\$ 4,000
Steps & Landing	2	EA	\$ 2,000	\$ 4,000
Painting (included in other work)	1	LS		\$ -
COST PROJECTION FOR PORCH RESTORATION				\$ 120,840
OUTBUILDING TO RESTROOMS			Unit Cost	Total Cost
Demolition	1	LS	\$ 4,000	\$ 4,000
Plumbing	1	LS	\$ 30,000	\$ 30,000
Remove & Replace Floor Slab	410	SF	\$ 15.00	\$ 6,150
Framing and new wall finish	1,100	SF	\$ 8.00	\$ 8,800
New flooring	410	SF	\$ 15.00	\$ 6,150
New ceiling finish	410	SF	\$ 5.00	\$ 2,050
FRP on walls	1	LS	\$ 4,000	\$ 4,000
New electrical	1	LS	\$12,160.00	\$ 12,160
New HVAC & ventilation	1	LS	\$ 9,500.00	\$ 9,500
Basic heat - second floor	1	LS	\$ 1,500.00	\$ 1,500
Re-glaze windows with obscure glass	4	EA	\$ 600.00	\$ 2,400
New Entry doors	3	EA	\$ 1,800	\$ 5,400
Insulation	410	SF	\$ 3.50	\$ 1,435
Toilet partitions	5	EA	\$ 1,750	\$ 8,750
Interior Painting	1	LS	\$ 1,250	\$ 1,250
COST PROJECTION FOR OUTBUILDING RENOVATION				\$ 103,545
COST PROJECTION FOR SITE & BLDG CONSTRUCTION				
Total Gross Building Area	4,545	SF		\$ 847,528
General Conditions	10%			\$ 84,753
Subtotal				\$ 932,280
Contrator O&P	10%			\$ 93,228
Total Projected Construction Cost	4,545	SF		\$ 1,025,508
Contingency	20%			\$ 205,102
Survey Cost	1	LS	\$ 15,000	\$ 15,000
Design/CA Cost Allowance	10%			\$ 123,061
Archaeological Investigation and clearing for constr	1	LS	\$ 18,000	\$ 18,000
Sewer/Water Fees	1	LS	\$ 16,070	\$ 16,070
Project Cost				\$ 1,402,741
** Note no commercial kitchen costs included in this budget.				
***Potential additional costs for electrical include \$25,000 for commercial kitchen electrical, and \$9,500 if a commercial fire alarm system is provided.				

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Property Conditions Assessment

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Amblers Residence

Property Conditions Assessment

BUILDING RENOVATION			Unit Cost	Total Cost
Selective Demolition (kitchen, PM&E)	1	LS	\$ 10,000	\$ 10,000
New Electrical Distribution	1	LS	\$ 75,260	\$ 75,260
New Lighting	4,545	SF	\$ 2	\$ 9,090
New HVAC	4,545	SF	\$ 15	\$ 68,175
Plumbing Repairs/Upgrades	4,545	SF	\$ 5	\$ 22,725
Plaster Repairs	1	SF	\$ 8,000	\$ 8,000
Insulation @ 1st floor & 2nd floor ceiling	4,545	SF	\$ 2.50	\$ 11,363
Refinish Wood floors	4,545	SF	\$ 5	\$ 22,725
Structural Repairs & reinforcement	1	LS	\$ 10,000	\$ 10,000
Gut kitchen & refinish not as kitchen	1	LS	\$ 7,500	\$ 7,500
New windows in kitchen	70	SF	\$ 75	\$ 5,250
Re-work doors and hardware	1	LS	\$ 10,000	\$ 10,000
Remove lift / Fill floor opening	1	LS	\$ 3,500	\$ 3,500
Employee Break Area	1	LS	\$ 3,500	\$ 3,500
Ramp for Accessibility	1	LS	\$ 25,000	\$ 25,000
Replace 2nd floor deck & railing	1	LS	\$ 15,000	\$ 15,000
Interior Painting	3,873	SF	\$ 4	\$ 15,492
Subtotal				\$ 312,580
General Conditions	20%			\$ 62,516
Subtotal				\$ 375,095
Contrator O&P	10%			\$ 37,510
Total Projected Construction Cost				\$ 412,605
Contingency	20%			\$ 82,521
Design/CA Cost Allowance	10%			\$ 49,513
PROJECT COST FOR BUILDING RENOVATION WORK				\$ 544,639
PORCH RESTORATION			Unit Cost	Total Cost
Selective Demolition	1	LS	\$ 10,000	\$ 10,000
New Foundation	1	LS	\$ 7,500	\$ 7,500
Paint Removal on existing brick walls	1	LS	\$ 5,000	\$ 5,000
Re-framing porch floors	730	SF	\$ 40	\$ 29,200
New porch decking	730	SF	\$ 18	\$ 13,140
New porch railings	120	LF	\$ 100	\$ 12,000
New columns - structure and trim (7 @ 18' +/-)	7	EA	\$ 4,000	\$ 28,000
Temporary Construction & Scaffolding	1	LS	\$ 8,000	\$ 8,000
New Electrical	1	LS	\$ 4,000	\$ 4,000
Steps & Landing	2	EA	\$ 2,000	\$ 4,000
Painting	1	LS	\$ 4,000	\$ 4,000
Archaeological Investigation and clearing for constr	1	LS	\$ 18,000	\$ 18,000
Subtotal				\$ 142,840
General Conditions	25%			\$ 35,710
Subtotal				\$ 178,550
Contrator O&P	10%			\$ 17,855
Total Projected Construction Cost				\$ 196,405
Contingency	20%			\$ 39,281
Design/CA Cost Allowance	10%			\$ 23,569
PROJECT COST FOR PORCH RESTORATION WORK				\$ 259,255



Amblers Residence

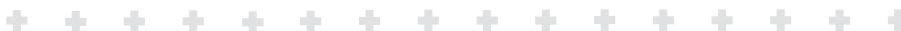
Property Conditions Assessment

OPTIONAL/OTHER WORK			Unit Cost	Total Cost
Paving improvements & Parking	1	LS	\$ 100,000	\$ 100,000
Site Lighting	1	LS	\$ 10,000	\$ 10,000
Subtotal				\$ 110,000
General Conditions	20%			\$ 22,000
Subtotal				\$ 132,000
Contractor O&P	10%			\$ 13,200
Total Projected Construction Cost				\$ 145,200
Contingency	20%			\$ 29,040
Design/CA Cost Allowance	15%			\$ 26,136
PROJECT COST FOR OPTIONAL/OTHER WORK				\$ 200,376
TOTAL COST PROJECTION FOR ALL PHASES (TODAY'S DOLLARS)				\$ 1,562,868
** Note no commercial kitchen costs included in this budget				
** Note - escalation factors will need to be applied to portions of the budget that take place in future years				



Amblers Residence

Drawings of the Existing Building



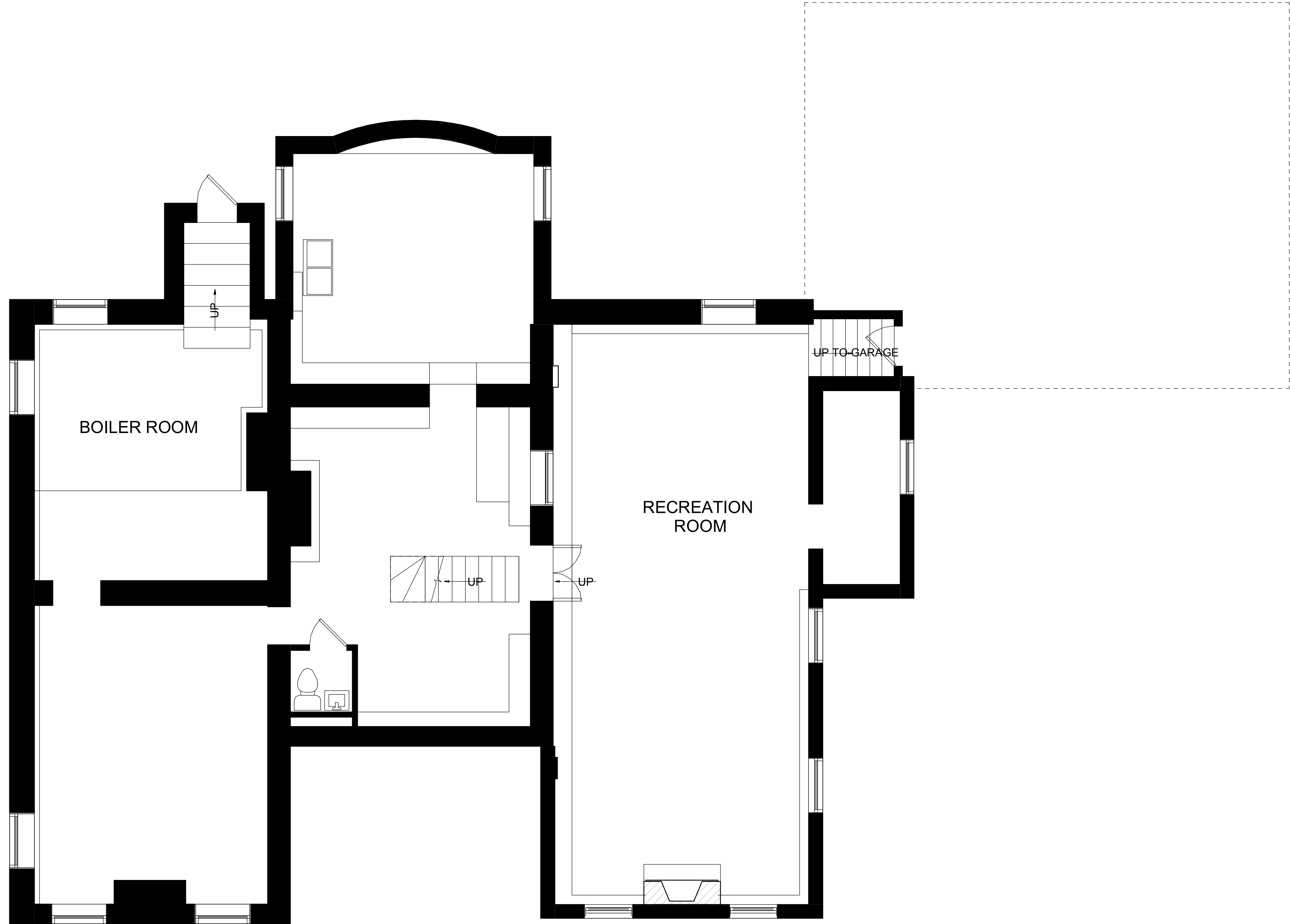


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BASEMENT PLAN

Date:	10-20-16
Drawn:	GRK
Checked:	AFC
Project:	216086

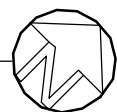
A2.00



Basement Plan

1/4" = 1'-0"

2030 S.F.



SECOND FLOOR PLAN

A2.02