

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 20, 2020
4:00 PM

A. CALL TO ORDER

Ms. Julia Leverenz called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Julia Leverenz, Chair
Jack Haldeman
Tim O'Connor

Absent:

Rich Krapf

Staff:

Paul Holt, Director of Community Development
Tammy Rosario, Principal Planner
Terry Costello, Deputy Zoning Administrator
Tori Haynes, Planner
John Risinger, Community Development Assistant
Sharon Day, Director of Financial and Management Services
Cheryl Cochet, Assistant Director of Financial and Management Services
Jeff Wiggins, Senior Budget and Accounting Analyst
Margo Zechman, Senior Budget and Accounting Analyst
Alister Perkinson, Parks Administrator
Grace Boone, Director of General Services
Shawn Gordon, Capital Project Management Chief Engineer
Chris Johnson, Director of Economic Development
Kate Sipes, Assistant Director of Economic Development
Laura Messer, Tourism and Marketing Coordinator
Toni Small, Director of Stormwater and Resource Protection
Darryl Cook, Assistant Director of Stormwater and Resource Protection

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2021-2025 Capital Improvements Program Review

Ms. Tori Haynes stated that representatives from the Office of Economic Development (OED), the Stormwater and Resource Protection Division, the Department of Parks and Recreation, the Department of General Services, and the Williamsburg Regional Library (WRL) were present to answer questions about their Capital Improvements Program (CIP) requests.

Ms. Leverenz invited representatives from OED to discuss their CIP requests.

Ms. Laura Messer stated that staff from OED had provided answers by email to questions received from the Policy Committee. She asked if the Committee had any additional questions.

Mr. Jack Haldeman stated that the CIP request for the Amblers House referenced cabins. He asked about the idea for the cabins.

Ms. Messer stated that the cabins were part of the proposed revisions to the Shaping Our Shores Master Plan.

Mr. Haldeman asked what the cost would be for construction and operation of the cabins.

Mr. Alister Perkinson stated that the County received a proposal from a vendor to operate cabins at the Jamestown Beach Event Park as a public-private partnership.

Mr. Tim O'Connor asked if the Amblers House had additional projects that needed to be completed before it would be operational.

Ms. Messer stated that the CIP request was to provide utilities to the Amblers House. She stated that it was the last County-led project that needed to be completed before the Amblers House could be operated as a public-private partnership. She stated that the County had completed all of the necessary projects for the exterior of the Amblers House as well as removing asbestos from the interior. She stated that the tenant would complete any interior renovations that were desired.

Ms. Leverenz asked if staff from OED had a sense for how much demand from the public there was for the Amblers House.

Ms. Messer stated that the Amblers House had historical significance and that the James City County Historical Commission would like the building to be open to the public. She stated that public-private partnership would operate the Amblers House as a wedding facility. She stated that a private vendor has indicated that there is a demand for wedding facilities in the region.

Ms. Leverenz asked if the vendor would be responsible for marketing the Amblers House as a wedding facility.

Ms. Messer confirmed. She asked if the Committee had any questions about the CIP request for the new building at the James City County Marina.

There were none.

Ms. Leverenz invited representatives from the Department of Parks and Recreation to discuss their CIP requests.

Mr. Perkinson stated that the County has not determined a location for the proposed Lower County Park. He stated that the County is in discussion with the owner of the Carter's Grove property regarding acquiring property for the park.

Mr. Haldeman asked if the Policy Committee could recommend funding the CIP request for Lower County Park contingent on acquiring property or if the request should be entered in the future after a location has been determined.

Mr. Perkinson stated that if the County could not acquire property from the Carter's Grove parcel, the other option would be utilizing a portion of the property at James River Elementary School. He stated that staff would have to coordinate with Williamsburg-James City County

Public Schools to ensure that the park would be available to the public at all times.

Ms. Tammy Rosario stated that having the CIP request approved would facilitate the acquisition of property if a deal were reached with the property owner.

Mr. Perkinson stated that the CIP request to replace the restroom at Chickahominy Riverfront Park would meet the current demand for the facility. He stated that the building would also house concessions.

Ms. Leverenz asked the age of the current restroom building.

Mr. Perkinson stated that the building existed when the County purchased the property.

Mr. Haldeman asked why the different requests for restroom facilities had high costs.

Mr. Perkinson stated that the costs of proposed restrooms varied depending on the sites and if the restroom building would also house showers or concessions. He stated that the costs of restrooms assumed that the cost would be a minimum of \$500 per square foot. He stated that the cost was based on the costs of the Jamestown Beach Event Park concession building.

Mr. O'Connor asked if the proposed concession area at Chickahominy Riverfront Park would include a cooking area.

Mr. Perkinson confirmed. He stated that the current concessions area only had enough room for an ice cream freezer. He stated that the proposed concessions area would allow hot foods to be served such as hot dogs and pizza. He stated that the next set of questions was for the CIP request for Chickahominy Riverfront Park Phase III. He stated that the shoreline stabilization project was separate from the CIP request and was already underway. He stated that the projects included in Phase III were chosen to increase the efficiency of construction. He stated that a large part of Phase III was to construct a second boathouse for the Williamsburg Boat Club. He stated that the boathouse would also house rental equipment such as paddleboards. He stated that the Williamsburg Boat Club would fund the construction of the boathouse. He stated that the County would construct the parking area regardless of whether the boathouse was constructed.

Mr. Haldeman asked if Phase III was the final phase of improvements to Chickahominy Riverfront Park.

Mr. Perkinson stated that it was not the last phase. He stated that the revisions to the Shaping Our Shores Master Plan would result in projects in addition to the other projects after Phase III.

Ms. Leverenz asked why the requests for the James City County Marina were separated.

Mr. Perkinson stated that the request for James City County Marina Phase II improvements included new boat slips. He stated that the second request would be constructing a new building to house the Parks and Recreation office. He stated that the building that currently holds the office is in the floodplain. He stated that the second project would also include constructing a new parking lot. He stated that there would be cost efficiencies and less downtime for the Marina if both projects were completed at the same time. He stated that the CIP requests for the Marina had high costs that would be difficult to fund in the same fiscal year.

Ms. Leverenz stated that the CIP requests indicated that the proposed restroom facility at the Marina had to be constructed before parts of Phase II were completed.

Mr. Perkinson confirmed. He stated that the Virginia Department of Health had restroom requirements for marinas that were based on the number of boat slips. He stated that the restrooms would need to be constructed before Phase II or parts of the Phase II improvements would have to be halted until the restrooms were built.

Ms. Leverenz asked why the restrooms were not included in the CIP request for Phase II.

Mr. Perkinson stated that the Shaping Our Shores Master Plan revisions were not finalized when the Phase II improvements were developed. He stated that the location of the new restroom facility was shown on the revisions to the Shaping Our Shores Master Plan. He stated that the CIP request for the Jamestown Beach Event Park included a parking area made with pervious pavers. He stated that 54,000 vehicles visited the park which resulted in poor conditions in the grass parking area. He stated that staff would apply for available grants to assist with funding. He stated that he received a question regarding the operation costs of the pool at Upper County Park. He stated that Upper County Park had \$40,000 in operational costs, and \$77,000 for part time staff. He stated that Upper County Park generated about \$70,000 in revenue. He stated that other maintenance costs were incurred by the Department of General Services. He stated that the CIP request included replacing the baby pool with a splash pad. He stated that the CIP request for Veterans Park Phase II included a splash pad.

Mr. Haldeman asked if the CIP request for Veterans Park would be the last project for the park.

Mr. Perkinson stated that he would check and forward the answer to the Policy Committee.

Ms. Leverenz asked why Upper County Park would have a paved parking lot instead of pervious pavers.

Mr. Perkinson stated that Upper County Park already had a gravel parking lot. He stated that gravel parking lots are considered to be impervious area. He stated that the last question he received was regarding the size of the proposed restroom facility at the Warhill Sports Complex. He stated that the restroom facility would be across from the baseball fields and would also house a concessions area.

Mr. O'Connor asked if the Department of Parks and Recreation had any news regarding the proposed running center.

Mr. Perkinson stated that the revisions to the Shaping Our Shores Master Plan show the running facility being located at Jamestown Beach Event Park.

Ms. Leverenz asked if there were any other questions.

There were none.

Ms. Leverenz invited representatives from the Stormwater and Resource Protection Division to discuss their CIP request.

Ms. Toni Small stated that she received three questions from the Policy Committee regarding the CIP request for the Stormwater Capital Improvements Program. She stated that the costs did not include state or federal funding. She stated that staff would apply for grants.

Mr. Haldeman asked if grants could reduce the actual costs listed in the CIP request.

Ms. Small confirmed. She stated that the grants have a competitive application process so it would be difficult to estimate the funding that would be generated by grants.

Ms. Leverenz asked if staff had been successful at applying for grants in the past.

Mr. Darryl Cook confirmed. He stated that staff has received 15 grants from the Virginia Department of Environmental Quality's Stormwater Local Assistance Fund.

Mr. Haldeman asked if any excess funding would be returned to the general fund.

Ms. Sharon Day stated that grants have been appropriated by the Board of Supervisors (BOS) in the past.

Ms. Small stated that the pattern of funding for the Stormwater Capital Improvements Program was that five years of funding would add up to \$12,544,000. She stated that she received a question regarding the level of mercury in Diascund Creek. She stated that the Virginia Department of Environmental Quality confirmed that tests in 2010 and 2012 showed that fish in Diascund Creek had mercury in their tissue. She stated that part of the CIP request would go to studying the Diascund Creek Watershed which might determine a source for the mercury contamination.

Mr. Cook stated that part of the watershed was in New Kent County.

Ms. Small asked if there were any other questions.

There were none.

Ms. Leverenz invited representatives from the WRL to discuss their CIP requests.

Ms. Betsy Fowler, Library Director, WRL, stated that the existing contract between the County and the City of Williamsburg stated that each locality is responsible for its own capital improvement projects. She stated that the contract would have to be renegotiated in order for a new library to be a joint facility. She stated that the operational costs are split between the counties based on the residences of users. She stated that a new library facility would require about 10 acres of land.

Mr. Haldeman asked if the library in the City of Williamsburg could be expanded with the limited amount of land it has. He asked if a third library would need to be constructed if it was expanded.

Ms. Fowler stated that the library would likely need to be replaced entirely. She stated that a third library would not be needed if that were the case. She stated that a consultant had conducted a survey of library users that indicated that the downtown Williamsburg library was very popular. She stated that the current downtown library did not have enough area to increase the size of the parking lot.

Ms. Leverenz asked if building a new joint library would result in having the library closed for the length of construction.

Ms. Fowler stated that a temporary location could be opened while the new facility was constructed.

Mr. O'Connor asked if Ms. Fowler had any recommendation regarding having a third library or a new joint facility with the City of Williamsburg. He asked if the City of Williamsburg would be responsible for operating costs of the downtown library if the County built a third

library.

Ms. Fowler stated that the majority of the users at the downtown library live in the County. She stated that the County would continue to share operating costs unless the contract was renegotiated. She stated that having two libraries would be more sustainable than three libraries. She stated that the current location in downtown Williamsburg was preferred by the City of Williamsburg. She stated that a new library at the downtown Williamsburg location could be up to three stories tall. She stated that a solution for the parking would have to be determined.

Mr. Haldeman stated that the downtown Williamsburg library would still need to be renovated if a third library was built in the County.

Ms. Fowler confirmed.

Mr. O'Connor asked what the floor area was for the downtown Williamsburg.

Ms. Fowler stated that the library had about 30,000 square feet of usable space.

Ms. Leverenz asked if the costs of the CIP request would be lower for building a joint library with the City of Williamsburg.

Ms. Fowler confirmed.

Mr. O'Connor stated that Freedom Park had been intended as an educational park. He asked if the WRL considered locating the proposed playground at Freedom Park.

Ms. Fowler stated that a children's playroom had been built at the Croaker Road library. She stated that the proposed playground would be an extension of that playroom. She stated that the playground would focus on natural landscapes instead of playground equipment. She stated that the Friends of Williamsburg Regional Library would fundraise some of the costs of the playground. She stated that the Department of Parks and Recreation would take over the maintenance and safety inspections of the playground after it was constructed. She asked if there were any other questions.

There were none.

Ms. Leverenz invited representatives from the Department of Community Development to discuss their CIP requests.

Mr. Paul Holt stated that the Transportation Match CIP request had started in Fiscal Year 2017. He stated that transportation projects in the County that are currently in process account for \$146 million in funding. He stated that the Skiffes Creek Connector did not require any local sources of funding or funding from the Transportation Match CIP. He stated that the BOS committed to fund the undergrounding of utilities along Pocahontas Trail. He stated that the next large transportation project to be funded was the Pocahontas Trail Multimodal Corridor project. He stated that the project needed to be fully funded before the Virginia Department of Transportation would begin any work. He stated that holding off on funding the project would result in additional inflation costs. He stated that staff would continue to seek additional funding from the State of Virginia. He stated that the Skiffes Creek Connector and the Croaker Road Widening would be the next projects to start construction.

Mr. Haldeman stated that the Skiffes Creek Connector would be a substantial benefit to the County.

Mr. Holt stated that a portion of the Transportation Match funding from Fiscal Year 2020 was directed to an extension of the Green Mount Parkway. He stated that having Green Mount Parkway cross Skiffes Creek was cost prohibitive. He stated that the extending the road would create vehicular access for a large area of land that had economic development potential. He stated that the CIP request for the site preparation of the Stonehouse school site. He stated that having the soil remediation completed would not require funding the CIP for the new elementary school.

Mr. O'Connor asked why the burden was not on the developer to complete. He stated that the proffers required the developer to have the site ready. He asked if the required geotechnical approval would suffice.

Mr. Holt stated that it is important for the County to independently verify the work that the developer completed. He stated that ensuring the soil remediation and compaction was completed correctly could save time and reduce costs when the school was constructed. He stated that the County does not have staff with the technical expertise to review the geotechnical reports for the site.

Ms. Leverenz asked what types of contaminants were present at the school site.

Mr. Holt stated that it was unknown if any contaminants were at the site.

Ms. Leverenz asked if it was the developer's responsibility to test the soil for contaminants.

Mr. Holt confirmed. He stated that the CIP request was to have a consultant independently verify the developers study.

Ms. Leverenz asked if there were any other questions.

There were none.

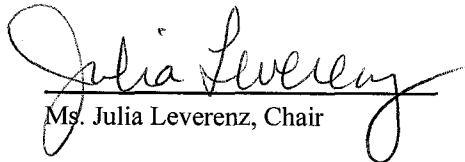
E. NEW BUSINESS

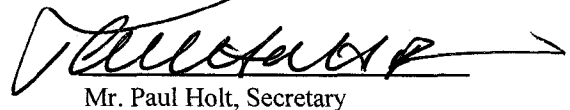
There was no new business.

F. ADJOURNMENT

Mr. O'Connor made a motion to Adjourn. The motion passed 3-0.

Ms. Leverenz adjourned the meeting at approximately 5:00 p.m.


Ms. Julia Leverenz, Chair


Mr. Paul Holt, Secretary