

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 24, 2022
4:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair
Jack Haldeman
Rich Krapf
Tim O'Connor

Staff:

Ellen Cook, Principal Planner
Terry Costello, Senior Planner
Suzanne Yeats, Planner
Paxton Condon, Community Development Assistant
Cheryl Cochet, Assistant Director, Financial and Management Services (FMS) Department (Virtual)
Margo Zechman, FMS Senior Budget and Accounting Analyst (Virtual)
Alister Perkinson, Parks Administrator
Chris Johnson, Director, Economic Development Office
Marcellus Snipes, Senior Director, Operations Williamsburg-James City County (WJCC) Schools
Daniel Keever, Chief Operating Officer, WJCC Schools

C. MINUTES

There were no minutes to review.

D. OLD BUSINESS

1. **FY2023 - FY2027 Capital Improvements Program Review**

Ms. Terry Costello thanked everyone for being present at the meeting. She stated the purpose of the meeting was to continue the review of the Capital Improvements Program (CIP) project requests. She stated that Mr. Alister Perkinson from the Parks & Recreation Department, Mr. Chris Johnson from the Economic Development Department, and Mr. Marcellus Snipes and Mr. Daniel Keever from the WJCC Schools were present. Ms. Costello noted that after the presentations, the Committee can review the rankings or meet on March 3 to finalize the scores.

Mr. Frank Polster stated the order of the presentations will be the Parks & Recreation, Economic Development, and the WJCC School Division.

Mr. Perkinson answered questions from the Committee on the Chickahominy Riverfront Park Campground Improvements. The project is to build a loop that could accommodate recreational vehicles (RV) or cabins as additional camping opportunities. He stated that if there

were RV sites, it could be an additional \$75,000-\$100,000 yearly revenue. Cabin rentals would generate an additional \$250,000 yearly revenue. He also stated that the park generated approximately \$675,000 in Fiscal Year (FY) 2021, of which \$470,000 was generated in camping fees, primarily RV sites.

Before continuing on, Mr. Polster asked if anyone was attending the meeting virtually.

Ms. Costello stated that representatives from FMS, Ms. Cheryl Crochet and Ms. Margo Zechman, were attending virtually.

With no further questions on Chickahominy Riverfront Park, Mr. Perkinson continued. He then addressed some questions from the Committee on the users, visits, and costs for the James City County Marina. He stated that there are 75 wet slip boat customers and 20 dry storage boat customers. There is a high demand for these storage units, with 100 customers for the dry storage on a waiting list and also 80 customers on a waiting list for the wet storage. He also stated that there is a waiting list for boat storage at Chickahominy Riverfront Park. Mr. Perkinson stated that Paddlecraft, bike rental, fuel sales, launch boat areas, and concessions are also revenue generating activities at the James City County Marina. He stated the boat rental fees have been adjusted to market rate.

Mr. Tim O' Connor asked what the boat storage rates were, and if there was a difference between covered and uncovered slips.

Mr. Perkinson stated that in the past the covered slip rates were higher than the uncovered rates. The uncovered slips were upgraded, so currently the rates for both uncovered and covered are the same. Mr. Perkinson stated that the current rates are \$200 per month or \$2,000 annually. Phase II will involve upgrading the covered slips, which will cause the rates for the covered slips to become higher than the uncovered slips. He also stated that the uncovered will have electricity, where the covered slips have their own meter, and the customer will be responsible for obtaining power.

Mr. Perkinson then addressed the questions concerning the baseball fields at Warhill Sports Complex. The \$900,000 requested for design is the standard 20% cost of construction. Costs that are projected out over the next five years are re-evaluated time progresses closer to the year being funded.

Mr. Perkinson stated that the improvements proposed for Jamestown Beach Event Park are not tied to revenue generating activities. The improvements are mostly to infrastructure, roadways, and restrooms. He stated that there is a stage included in the project. He also stated that there is some income generated at the park, and they do anticipate a small increase due to the stage being constructed. Mr. Perkinson stated that this park generated approximately \$100,000 in revenue in FY 2021, mostly from the beach, parking fees, and concessions.

Mr. Perkinson then addressed the question on connectivity with Freedom Park. He stated that pedestrian connections to nearby neighborhoods are part of the project.

Mr. Perkinson then addressed the Warhill Connector Road project. He stated that \$600,000 was the projected amount for design fees. He also stated that the road is shown on the recently adopted Warhill Sports Complex Master Plan. The plan is to build the road to Virginia Department of Transportation's (VDOT) standards and have it accepted as part of the secondary road system.

Mr. Jack Haldeman asked for clarification on the design amounts for the baseball field and road.

Mr. Perkinson stated that the total project was \$4,735,000, with \$600,000 being design costs for the road, and \$900,000 for the baseball fields.

Mr. Haldeman asked if there was any cost savings if the projects were combined.

Mr. Perkinson answered that it depends on the project as to whether it can be combined with other projects. He also stated that there may be opportunities for cost savings if projects were combined.

Mr. Richard Krapf asked if the additional parking spaces proposed at the James City County Marina would be pervious or impervious spaces.

Mr. Perkinson answered that the spaces would most likely be pervious and built on the Jamestown Road side of the building, out of the floodplain.

Mr. Polster asked about the recovery rate for these projects.

Mr. Perkinson answered that he did not have the exact number at hand, but the rate was above 50%.

Mr. O'Connor asked if the benefits of the Warhill Connector Road outweighed the cost.

Mr. Perkinson answered that the road is currently used as a cut through. If it is added to the VDOT system, its maintenance would then be VDOT's responsibility.

Mr. Chris Johnson then gave an overview of the Business Ready Sites CIP application. He stated that this is a new project that is looking to initiate a local business ready site program. The goal is to provide a list of local sites that is ready to commence construction for businesses. In 2019, the Virginia Department of Economic Development funded the characterization of almost 500 sites across the state, and the County had 11 sites that were identified by this program. The CIP application that was submitted includes four of those 11 sites. Mr. Johnson stated that the costs include what would be needed to raise their tiering level in the state's scoring system. He stated that the scoring level as part of the application is what the state has scored the sites according to its system.

Mr. Johnson then addressed a question concerning the properties where two are County owned and two are privately owned. He stated that there is a site in both Greenmount Industrial and Stonehouse that are County owned. When these studies were done, they represented all the undeveloped properties in both developments. Therefore, the cost estimates are not solely for the County owned sites.

Mr. Polster asked for clarification of the cost estimates.

Mr. Johnson stated that some studies on the properties have been done since the initial state study. The cost has been separated over a five-year period. The cost associated with the private properties represent 50% of the cost since they are privately owned. The goal is to have a cost sharing arrangement with the owners.

Mr. Polster asked if either owner have been contacted.

Mr. Johnson stated no, one of the properties has recently had land use changes and it was important to know what those changes were before approaching the current owners.

Mr. Polster asked for more information concerning the cost.

Mr. Johnson answered that the figures were generated from engineers that performed the tiering work two years ago for the state. He stated that these estimates are in a global sense.

Mr. O'Connor asked whether the state would accept any independent studies outside of the work that the state has done that the State has done.

Mr. Johnson answered that there is a review board which reviews available studies previously unavailable at the tier assessment time. They will determine if these new studies are acceptable or if more work needs to be done.

Mr. Polster asked about the KPMG Study. He asked about the suitability rating that was identified in that study for each site.

Mr. Johnson answered that his department put forth an application for four of the 11 sites identified by the State. His department felt that these four sites were likely to be developed in the near future.

Mr. Johnson then addressed questions on the Greenmount Industrial Park site as to what the return on investment would be. He stated that the purchase price should not be solely considered. There are a variety of factors that go into when the County acquires property. He stated that the goal was to make the property more marketable.

Mr. Johnson addressed similar questions regarding the Stonehouse Commerce Park site. He stated that by performing due diligence studies it would make the site more marketable and more attractive to businesses.

Mr. Polster expressed his concerns about the topography score.

Mr. Johnson then addressed the Barhamsville sites. When certain planned infrastructure is built, the property will have road access and utilities.

Mr. Polster stated that this mixed-use area would need a rezoning in order to develop as a commercial site. He expressed concerns about the traffic once the Hazelwood property is developed.

Mr. Daniel Keever introduced himself to the Committee and addressed the questions concerning the Jamestown High School Cafeteria Expansion. He provided updated capacity figures. This project has been included in the last few years CIP submissions. He stated that the cafeteria expansion serves other needs besides cafeteria space during lunch periods.

Mr. Keever then addressed the Lafayette High School Expansion project. He stated that this expansion would increase space in the building and also allow for redistricting to take place. This redistricting would help with the overcrowding at Jamestown High School. Mr. Keever stated that there is still a need for the cafeteria expansion even after the redistricting.

Mr. Snipes then explained that the cafeteria expansion would be considered as a common space and would also be similar to the other high schools.

Mr. Keever then addressed the questions on the Pre-K space application. Initial discussions have taken place with the idea of two dedicated structures on two existing school sites where the program currently exists.

Mr. Polster asked about the study that was done previously.

Mr. Keever stated that WJCC felt they needed an updated study. There is a possibility that a third site is needed.

Mr. Keever then stated that there are 395 students in the Pre-K program. Currently there are 97 students on the wait list. The wait fluctuates during the course of the school year.

Mr. Polster asked if the School Division was comfortable with the numbers in the AnLar Report.

Mr. Keever answered they were comfortable with the 231 additional students that they need to serve, but not comfortable with the 10 additional classrooms. They feel the classroom number should be higher.

Mr. Krapf asked about the priority ranking for the school projects.

Mr. Keever felt that the governing bodies authorized design money for the Pre-K project in this fiscal year. That is why they felt two applications should have the number one priority.

Mr. Krapf then stated he appreciated the Z-score addition.

Mr. Haldeman then stated he generally agreed with the preliminary ranking. He stated that he would like to see the Open Space Match move up in the ranking. He felt this project affects everything, such as Stormwater and School space. He also stated that he felt the Parks & Recreation storage facility projects are important due to the return on investment.

Mr. O'Connor will have some adjustments to make on his scoring based on the discussions with the departments and divisions. He expressed his concerns on the Open Space Match, more specifically the Purchase Development Rights (PDR) Program. He stated that if there are changes to the Rural Lands zoning, there may be some changes to the PDR Program as well. He also felt that there should be more concrete criteria as to which properties should be included in the PDR Program.

Mr. Polster also expressed his concerns about the PDR Program and the specificity of the requirements. He would also like to see if there are any alternatives to the PDR Program.

Mr. Krapf would also like to see the Open Space Match moved up the ranking. He stated that more robust grading criteria should be included.

Mr. Polster expressed his concerns over the Business Ready Sites application. He also mentioned the New Grove Library project possibly co-locating with either the Parks & Recreation or the WJCC Schools.

Mr. Haldeman also spoke on the New Grove library co-locating with the WJCC Schools.

The Committee discussed the Covered Parking for Police vehicles and trailers. Mr. Polster did speak to the importance of including the solar panels as part of this project.

The Committee asked if they could meet before the Planning Commission Regular meeting on March 2, 2022.

Staff stated they would look into it and report back.

E. NEW BUSINESS

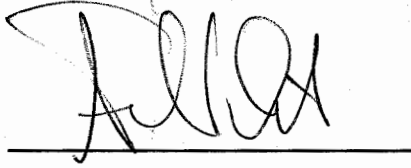
There was no New Business.

F. ADJOURNMENT

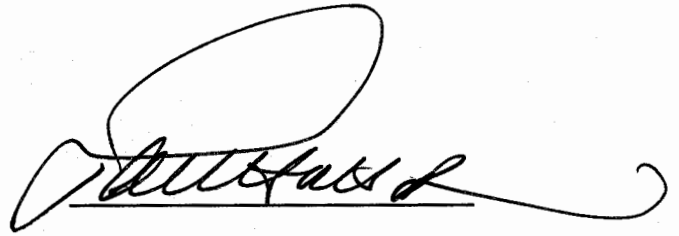
Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 5:15 p.m.

A handwritten signature in black ink, appearing to read "Frank Polster", written over a horizontal line.

Mr. Frank Polster, Chair

A handwritten signature in black ink, appearing to read "Paul Holt", written over a horizontal line.

Mr. Paul Holt, Secretary