

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts bay Road, Williamsburg, VA 23185
February 16, 2023
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
Tim O'Connor
Frank Polster

Absent: Richard Krapf

Staff:

Terry Costello, Senior Planner
Paxton Condon, Deputy Zoning Administrator/Senior Planner
Andrea Case, Community Development Assistant
Ryan Ashe, Chief of Fire Department
Betsy Fowler, Director of Williamsburg Regional Library
Alister Perkinson, Parks Administrator
Joanna Ripley, Assistant Director of General Services
Shawn Gordon, Chief Civil Engineer
Chris Johnson, Director of Economic Development
Margo Zechman, Senior Budget and Accounting Analyst
Cheryl Holland, Budget Manager, Financial and Management Services

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY2024 - FY2028 Capital Improvements Program Review

Ms. Terry Costello thanked everyone for being present. She stated that as part of the Capital Improvements Program (CIP) Review process, there were five departments/divisions present to answer questions that the Committee had during its initial review. Ms. Costello introduced Ms. Fowler who is the Director of the Williamsburg Regional Library.

Ms. Fowler thanked the Committee for having her. She addressed the questions concerning the New Library application. She stated that the current one would continue to operate. Currently, James City County is significantly behind in the number of square feet per capita of Virginia State Standards for Virginia Public Libraries. There is a need for additional library space to meet state standards but also to meet the need of a growing population. Ms. Fowler stated that there has not been any new library space added since 1996. There are two options that are being considered. One would be to have a smaller branch at the current location within the City of Williamsburg and a new facility within James City County, or a joint venture with the City of Williamsburg and James City County for a larger facility in that location. She

stated that the City of Williamsburg is committed to having a library in the current location within its city limits. Ms. Fowler stated that currently each locality is responsible for the construction and maintenance of that facility within each respective jurisdiction.

Mr. O'Connor asked what portion York County contributes.

She stated that York County's contribution to the maintenance costs is 10% of the annual budget, City of Williamsburg is 12%, with James City County at 78%. These numbers are based on checkouts by residents. Ms. Fowler stated that the City of Williamsburg City Manager has stated that the current site within the city limits is the only location they are willing to consider for a location. James City County Administration is deferring to the Board of Supervisors with respect to location.

Ms. Fowler stated that with regards to the New Library Theatre, the Kitzinger meeting room will stay. The theater location has not been determined yet, but the site is 14 acres and there is some flexibility.

Mr. Polster asked who was funding the new theater.

Ms. Fowler answered that James City County is funding the project.

Ms. Fowler stated that there is no location yet for the Grove Library. One option is to be able to have some long-term use of the Abram Frink Jr. Community Center. The Library has increased its outreach programs and are currently using the Abram Frink Jr. Community Center. She stated that there is a demand for usage in that area.

Mr. Polster asked if there was any discussion about co-locating with a new facility for Parks & Recreation.

Mr. Perkinson answered that the Lower County Park project is on hold for the time being. Only one location out of three were viable for a new facility, but there was no community support for that one location. He stated that the challenge now is to find property for a new facility that is supported by the community. Mr. Perkinson stated that he would have further discussion with his Department regarding co-location with library facilities.

Mr. Polster asked what the cost of the library facility would be.

Ms. Fowler answered that the money requested was for a 10,000-square -foot facility. The request was for FY28 due to having to stagger the applications to try and serve the greatest number of citizens. She stated that there might be opportunities to co-locate depending on the site and whether there was enough space. She also stated that Grove Christian Outreach Center is allowing them to utilize its facilities for some of their programs.

Mr. O'Connor asked whether the City of Williamsburg was willing to consider other locations such as that near the James City County Recreation Center and James Blair Middle School.

Ms. Fowler stated that the City of Williamsburg is very committed to the current site that utilizes the site and other services around that site.

Mr. O'Connor asked how the applications would change if each locality had its own site.

Ms. Fowler answered that there would be a lot of redundancy in the projects because some of the spaces and personnel would be duplicated.

Mr. Polster asked about the funding for the Library playground project.

Ms. Fowler answered that the Friends of Williamsburg Regional Library have begun to fundraise for the project and will be paying for the entire project. The County will be responsible for the project once constructed.

Mr. Polster stated that he thought this was a change from last year.

Ms. Holland answered that this was not a change from last year. This project is being reviewed not for the funding source, but how it relates to the Comprehensive Plan.

Ms. Fowler added that they include it in the CIP review since County staff time will be involved with the project.

Mr. Polster asked what the cost would be to General Services should this project go forward.

Mr. O'Connor stated that he believed it was the Policy Committee's responsibility to determine its consistency with the Comprehensive Plan and to rank its priority based on the understating that staff time would be involved during the project phase as well as for maintenance.

Ms. Fowler added that there would not be any other costs to General Services except for staff time.

Mr. Haldeman stated that there would be no capital costs to the County.

Ms. Holland added that the capital costs last year were in the amount of \$180,000. This year it increased to \$200,000. The approximate cost for maintenance that was part of this request was \$1,500, and this would be annually.

Ms. Ripley stated that the \$1,500 would be taken from the operating budget of General Services.

Ms. Holland stated that this project was being reviewed this year because it is an ongoing project and priorities are reevaluated each year.

Fire Chief Ryan Ashe described the project for the replacement of Fire Station 3. He stated that the replacement could happen without moving Fire Administration, but it would be dependent on the New County Complex Building. There are some discussions about moving Fire Administration to the New County Complex, but the training section would remain at the fire station due to its space needs.

The Committee questioned what the new building would look like and would there still be a need for a 90 degree turn for the fire trucks. Chief Ashe responded the design of the building is still in discussion. The current vision is that the trucks would come directly out onto John Tyler Highway. There are some height issues with the current building. The current building was built in 1979 when the County had less personnel, vehicles, and equipment. Chief Ashe stated that the additional space is needed for the larger trucks and to accommodate more personnel since Fire Station 3 is one of the busiest in the County. He stated that one of the goals in the County's Strategic Plan is to have another ambulance at this location. Chief Ashe explained what Basic Life Support and Advanced Life Support Services are and how revenue is collected for these services.

Chief Ashe then spoke about the previous submitted CIP request for Fire Station 6 since the Committee questioned why the application was not submitted this year but had been in previous years. He stated that the need is still there but that one of the goals of the Strategic

Plan was to replace or rehabilitate Fire Station 3 before a new fire station is built. He also stated that Fire Station 6 would be outside the five-year CIP plan for this review.

Mr. Polster stated that the data shows there is a need now for Fire Station 6.

Chief Ashe answered that due to priorities changing that the goal is to start with the Fire Station 3 project and then Fire Station 6 should proceed. He further stated that they did hire positions when Fire Station 6 was proposed. Chief Ashe also stated that County Administration has allowed them to retain these positions and they have been allowed to fully staff their stations.

Mr. O'Connor asked how the new County Complex would affect the training space needed, knowing that Fire Administration may or may not be located there.

Chief Ashe explained what they believe their training needs are and will be, and what other locations may be considered.

Ms. Costello then asked the Committee if it received the answers to its initial questions concerning the General Services projects.

Mr. Polster stated that Ms. Grace Boone, Director of General Services, had answered some of his questions concerning another project, the Consolidated County Campus.

Mr. Haldeman asked what would happen with 107 and 113 Tewning Road once the new General Services Building is built. These are two buildings that house County staff but are on property owned by James City Service Authority (JCSA).

Ms. Ripley answered that plans for those two buildings are still not known. She further stated that these buildings have been there since the 1970's, and the space is small and does not meet the needs of the current General Services staff.

Mr. Gordon stated that the Master Plan for the JCSA Tewning Road Complex indicates that once General Services vacates the buildings, these buildings will be demolished.

Ms. Ripley also stated that staff appreciated these questions ahead of time so that they had time to collect information and prepare their answers.

Mr. O'Connor asked if there was any thought to have any drive-thru services with the new County Complex design.

Ms. Ripley answered that they will make note of that for future discussions.

Mr. Polster stated that Ms. Boone answered his question concerning the renewable energy sources for some of the new buildings proposed. Mr. Polster asked if the WJCC Schools had any plans for solar panels at any of the school sites.

Ms. Ripley answered that the County is reviewing options for solar at County facilities. As part of LEED certification there is a process of reviewing for renewable energy. There has not been anything established yet.

Mr. Polster asked about the WJCC Schools.

Ms. Ripley answered that the County does not have any purview over the WJCC Schools projects as they manage their own CIP projects.

Mr. Polster stated that there would be benefits to the County and WJCC Schools to partner with regards to renewable energy in both entities' CIP projects.

Ms. Toni Small, Director of Stormwater and Resource Protection, then spoke on the question concerning undersized and failing drainage systems. She stated that undersized and failing drainage systems include those that were designed under older stormwater standards and specifications. She further stated that some of the projects included in the five-year CIP application address stormwater runoff resulting from developments that were designed and constructed prior to current standards. These projects include stream restoration and/or Best Management Practice retrofits. Ms. Small gave examples of these projects which include the Brookhaven neighborhood, Ware Creek Manor neighborhood, and the Grove neighborhood.

Mr. Haldeman expressed his concerns over reviewing systems based on current impact as opposed to reviewing for current and cumulative impacts.

Ms. Small noted that there are two points being discussed by the Committee. One being that some of these CIP projects are fixing and improving systems that were built previously, and the other is staff review of current and future projects considering cumulative impacts of development.

Mr. Polster expressed his concerns over the impacts on the County's watersheds.

Mr. Perkinson then spoke about Lower County Park and the challenge of finding land to build the facility. He stated that the project is still the top priority for the Parks & Recreation Department. He stated that the project will also include pedestrian and multiuse routes. Mr. Perkinson also addressed the question of costs for the Greensprings Trail Restroom. He stated that one-third of the cost was to run utilities to the facility. He also stated the cost was high due to installing quite a few items in a small space.

Mr. Perkinson then spoke on the Chickahominy Riverfront Park multiuse trail. He stated that the project is for a 0.8-mile trail, bridge, and parking area to include picnic and rest areas. He stated that this trail would connect to the Virginia Capital Trail.

Mr. Haldeman asked whether there could be any cost savings by combining similar projects.

Mr. Perkinson answered that there probably could be some cost savings especially with the paving projects.

Mr. Polster asked about including the bike trail at Chickahominy Riverfront Park as part of the multiuse trail.

Mr. Perkinson answered it would be an opportunity to move the bike path at the same time as the multiuse trail project.

Mr. Polster stated that it was a safety issue at the point where the bike path crosses the park entrance road and that the cars tend not to stop.

Mr. Perkinson stated that the funds requested for the multiuse trail do include stormwater improvements. He also answered the question that portions of the trail would be inside the Resource Protection Area. A free-standing bridge would also be included.

Mr. Perkinson then spoke on the Warhill Sports Complex Connector Road project. He showed on the master plan where the road is located. He stated that this road is a service road which requires constant maintenance. He stated that the road needs to be updated to be included in the Virginia Department of Transportation's (VDOT) road system. Mr. Perkinson

said that part of the road is VDOT maintained, but the plan was to have the entire road part of its maintenance.

Mr. Perkinson then spoke on the Warhill Sport Multi-Use Field Expansion. He stated that there are eight synthetic turf fields currently with a large grass area. This project is to add additional synthetic turf fields, parking, and concessions. The goal is to be able to increase the tournaments that could be scheduled there. Mr. Perkinson also stated that the design costs are typically calculated at 15% of the construction costs.

Mr. Chris Johnson, Director of the Office of Economic Development, then spoke on the Business Ready Sites CIP application. He stated that this was the second year of this project, the first being FY23. Originally there were four properties in the program, with one being a County owned site. He stated that the County property has been sold this past year. He stated that there are three properties currently in the program. Mr. Johnson stated that anytime the County can reduce construction readiness time for an outside entity, it would increase the chance of a business entity coming to the County. He stated the funding would help change the rankings from a Tier 1 to a 2 to possibly a 3, with the higher being more desirable. He stated the higher tiers make a difference to larger firms with a capital interest. Mr. Johnson stated the importance of properties being "shovel ready" or near "shovel ready." He stated that the return on investment for the County really depends on the business coming in. The money that the County would be investing would be for the County to be given a chance to be competitive with other sites.

Mr. Haldeman asked if the County invested money with these properties, would the property value increase.

Mr. Johnson answered that the property value would not increase. This program was a tool to increase the chances of a business locating in the County.

Mr. O'Connor stated that increasing the tier level for these properties makes the properties more attractive to prospective businesses.

Mr. Johnson addressed the question of the commitment of the private owners of the properties. There would be agreements done if a business prospect would come through. Staff had a successful grant application announced last month with the Hazelwood Farms Property. Mr. Johnson stated that that particular property is now under contract to an industrial developer.

Mr. Polster stated that his question concerned the matching funds, and whether the owners agreed to the matching funds, and are the previous owners of the Hazelwood Farms property still a part of the matching funds request.

Mr. Johnson answered that the way that staff put forth the application was that for the site owned by the County the funding would be used to raise it to a certain tier level, and for the sites that are privately owned, the funding would be used for doing due diligence work.

Mr. Polster asked about the Barhamsville property, noting the budgeted amount was to include work to get the property to a Tier 3, and the Hornsby's have not agreed to a matching agreement.

Mr. Johnson answered that the money budgeted in the outlying years was for properties most likely to move forward.

Mr. Polster asked which property the FY23 funds were budgeted for.

Mr. Johnson answered that the property was under private ownership with no industrial development at the time of the grant application. He stated that if those conditions existed today and the grant application was currently being done, a performance agreement between the State and the County, and an agreement between the County and the landowner would be required. He also stated that the grant money received for the Virginia Business Ready Sites Program was only enough money to perform the due diligence (design work) with no money for construction. Mr. Johnson added that with the money in CIP and the grant funds there is enough money to do the entirety of the due diligence work for the Hazelwood Farms property. There are no funds available yet for the Hornsby property.

Mr. Polster asked for clarification as to what FY23 funds were used for.

Mr. Johnson answered that the money represented 50% of the estimated cost to do the due diligence work and the design work to extend water and sewer to the property.

Mr. Polster asked what the advantage to the County was of doing the due diligence for the water and sewer. He stated that he was trying to understand more about the CIP application which would help him prioritize the CIP projects as part of the Committee's review.

Mr. Johnson stated that the application that was submitted as part of last year's review, and going forward, is to do the due diligence work to get the tiering level from whatever it may be today, to increase by one level. He stated that many things have changed with the Hazelwood Farms property over the last year. This included the rezoning, the marketing of the property, a grant application submitted in the middle of the year, and a developer already doing some work. He also stated that the grant is a reimbursable grant. Mr. Johnson explained that the County would contract the work, gets reimbursed by the state, and then determine where the money is allocated. Any work that was done by the owner or developer prior to the grant award, is ineligible for reimbursement. He stated that the CIP application before the Committee was under the assumption that of the four properties, the Hazelwood Farms property was the one most likely to move forward first. He stated that the number represented 50% of the estimate provided by the State for what that would cost.

Mr. Polster asked what would be required to get the Hazelwood property to a Tier 3 which is what the application calls for.

Mr. Johnson answered that it was \$296,000. He further stated that the grant application that was approved in January is not part of this CIP review. The grant application that was provided outlines what each due diligence cost would be as part of that program.

Mr. Polster expressed his concern that he still did not understand the application and the costs associated with that application.

Mr. O'Connor stated that he reviewed the CIP application as if it were for the matching funds.

Mr. Polster expressed his concerns in looking at the budget with the work proposed that there would not be enough funds.

Mr. Johnson answered that funds are also available in the Economic Development operating budget and the Economic Development Authority grant program. He further stated that these funds will be used to close that gap and do more than doing the studies to increase it one tier level. The funds will also be used for the design work for the water and sewer service. Mr. Johnson then proceeded to address other questions concerning the Comprehensive Plan designation and rezoning of the Hornsby property. He stated that the Comprehensive Plan designation is Mixed Use, and the property could be rezoned, but it would depend on what

type of business would locate there. He stated that the Zoning Ordinance would dictate that.

Mr. Polster expressed his appreciation to Mr. Johnson for the successful submittal of the grant application.

Mr. Johnson answered the last question posed for this CIP application, stating that there were no grant proposals for 9131 and 9200 Barhamsville Road or Stonehouse parcels. He also stated that localities were encouraged to only submit one application to the grant program. He stated that 21 out of 50 applications submitted were funded.

Ms. Costello addressed the question concerning the transportation match. She stated that the Pocahontas Trail project has not been fully funded due to rising cost estimates. Staff is working with VDOT to look to amend the scope of work to reduce the overall cost of the project and is currently pursuing various funding applications to secure the remaining gap funding needed. Should funding be secured, project construction is expected to start in FY28. Unfortunately, the Blow Flats Road location is outside of the project area and scope of work. Staff would need to first study the roadway through a consultant and then pursue funds based on the road study.

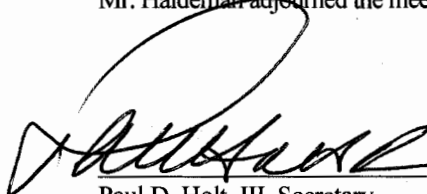
E. NEW BUSINESS

There was no new business.

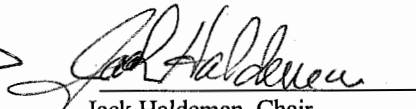
F. ADJOURNMENT

Mr. Polster made a motion to Adjourn.

Mr. Haldeman adjourned the meeting at approximately 5:55 p.m.



Paul D. Holt, III, Secretary



Jack Haldeman, Chair