

A G E N D A
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg VA 23185
March 14, 2022
6:00 PM

A. CALL TO ORDER

B. ROLL CALL

1. Annual Organizational Meeting - Election of Officers
2. Annual Organizational Meeting - Proposed Calendar for 2022-2023

C. PUBLIC COMMENT

D. REPORTS OF THE COMMISSION

E. CONSENT AGENDA

F. PUBLIC HEARINGS

1. Fiscal Year 2023-2027 Capital Improvements Program

G. PLANNING COMMISSION CONSIDERATIONS

H. PLANNING DIRECTOR'S REPORT

I. PLANNING COMMISSION DISCUSSION AND REQUESTS

J. ADJOURNMENT

ITEM SUMMARY

DATE: 3/14/2022

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Annual Organizational Meeting - Election of Officers

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/7/2022 - 3:26 PM
Planning Commission	Holt, Paul	Approved	3/7/2022 - 3:26 PM
Publication Management	Daniel, Martha	Approved	3/7/2022 - 3:31 PM
Planning Commission	Holt, Paul	Approved	3/7/2022 - 3:35 PM

ITEM SUMMARY

DATE: 3/14/2022

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Planning Annual Organizational Meeting - Proposed Calendar for 2022-2023

ATTACHMENTS:

	Description	Type
	Proposed Calendar for 2022-2023	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/7/2022 - 3:26 PM
Planning Commission	Holt, Paul	Approved	3/7/2022 - 3:26 PM
Publication Management	Daniel, Martha	Approved	3/7/2022 - 3:32 PM
Planning Commission	Holt, Paul	Approved	3/7/2022 - 3:35 PM

James City County PC/Policy/DRC Meeting Schedule, 2022-2023

Meeting locations, unless otherwise noted: Planning Commission (PC) - Government Center Board Room, 101-F Mounts Bay Rd.
Policy Committee and Development Review Committee (DRC) - Government Center Building A Conference Room, 101-A Mounts Bay Rd.

Planning Commission 2022-2023 (6PM)

- April 6
- May 4
- May 24 Joint Work Session w/ BOS (1pm)
- June 1
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
- January 4 (2023)
- February 1 (2023)
- March 1 (2023)
- March 20 (2023)*

Policy Committee 2022-2023 (4PM)

- April 14
- May 12
- June 9
- July 14
- August 11
- September 15
- October 13
- November 10
- December 8
- January 12 (2023)
- February 9 (2023)**
- February 16 (2023)**
- February 23 (2023)**
- March 2 (2023)**
- March 9 (2023)

DRC 2022-2023 (4PM)

- March 30
- April 20
- May 18
- June 22
- July 20
- August 24
- September 21
- October 19
- November 16
- December 14
- January 18 (2023)
- February 15 (2023)

*Special Meeting (Organizational and CIP)

**CIP Meetings

Planning Commission 2023-2024 (6PM)

- April 5
- May 3
- May 23 Joint Work Session w/ BOS (1pm)
- June 7
- July 5
- August 2
- September 6
- October 4
- November 1
- December 6
- January 3 (2024)
- February 7 (2024)
- March 6 (2024)
- March 18 (2024)*

Policy Committee 2023-2024 (4PM)

- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14
- January 11 (2024)
- February 15 (2024)**
- February 22 (2024)**
- February 29 (2024)**
- March 7 (2024)**
- March 14 (2024)

DRC 2023-2024 (4PM)

- March 29
- April 19
- May 24
- June 21
- July 19
- August 23
- September 20
- October 18
- November 15
- December 13
- January 24 (2024)
- February 21 (2024)

*Special Meeting (Organizational and CIP)

**CIP Meetings

2022-2023 Calendar Year: March 15, 2022 – March 20, 2023

2023-2024 Calendar Year: March 21, 2023 – March 18, 2024 (2023-2024 Calendar provided for reference only)

Revision date: 02/22/2022

ITEM SUMMARY

DATE: 3/14/2022

TO: The Planning Commission

FROM: Terry Costello, Senior Planner

SUBJECT: Fiscal Year 2023-2027 Capital Improvements Program

ATTACHMENTS:

	Description	Type
▣	Fiscal Year 2023-2027 Capital Improvements Program	Cover Memo
▣	1. FY2023-27 CIP Request Summary	Exhibit
▣	2. Ranking Criteria	Backup Material
▣	3. Unapproved Policy Committee Minutes from February 10, 2022	Backup Material
▣	4. Unapproved Policy Committee Minutes from February 17, 2022	Backup Material
▣	5. Unapproved Policy Committee Minutes from February 24, 2022	Backup Material
▣	6. Unapproved Policy Committee Minutes from March 2, 2022	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning Commission	ComSecretary, Planning	Approved	3/7/2022 - 5:27 PM

MEMORANDUM

DATE: March 14, 2022

TO: The Planning Commission

FROM: Terry Costello, Senior Planner

SUBJECT: Fiscal Year 2023-2027 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 2045 Comprehensive Plan, 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. This year, the Committee used Z-scores to produce a final ranking. The Committee's ranking criteria is attached for reference (Attachment No. 2).

All CIP project requests for Fiscal Year (FY) 2023-2027 are summarized in Attachment No. 1. This year there were 31 projects submitted for consideration by the Policy Committee - 25 from James City County departments, three from the Williamsburg Regional Library (WRL), and three from WJCC Schools. Of the 31 projects submitted, 18 County, two School, and two Library projects were included in the previous five-year CIP adopted by the Board of Supervisors; however, estimates and completion timelines may have been amended.

Attachment No. 1 also identifies the Committee's ranked priorities for these projects and 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 10, 2022](#), Policy Committee meeting. (Please note that Project D: Curbside Recycling Billing System request was pulled after the February 10 meeting).

The Committee also requested that the following notes be included in this memorandum:

- There was a general agreement from the Committee on the ranking with one exception. The Committee felt that the Open Space Match application should be ranked higher than the scoring revealed. This was due to the overall support of the program by residents and the impact the program has on reducing facility and service needs generated by additional development. The Committee also recommended a review of ConserveVirginia (Virginia's mapping tool to guide conservation investments) to help prioritize James City County open space opportunities.
- The Committee recognized that the James City County Library playground would be privately funded and the reason it was part of the CIP review is that the project will require County staff resources.

- For the New James City County Library Branch/Alternate New Jointly Funded Library application, the Committee recognized that there is a need for expansion, but the location is not decided right now and will be determined by the Board and other parties.

The Committee also discussed the new Grove Area Library. The Committee asked Ms. Betsy Fowler to attend this Planning Commission meeting to speak about the options of co-locating the facility with either the Abram Frink Jr. Community Center or a new Lower County Park.

STAFF RECOMMENDATION

At its March 2, 2022, meeting, the Committee unanimously recommended forwarding the following FY 2023-2027 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order:

1. Stormwater Neighborhood Drainage Improvements*
2. Transportation Match*
3. Lower County Park*
4. Business Ready Sites Program*
5. Covered Parking for Specialty Vehicles & Trailers*
6. Human Services Center Renovations*
7. New Grove Area Library
8. Chickahominy Riverfront Park RV Storage*
9. James City County Marina Phase II
10. Open Space Match*
11. Chickahominy Riverfront Park Paddlecraft Area*
12. Chickahominy Riverfront Park Multiuse Trail*
13. Pre-K Space
14. Greensprings Interpretive Trail Restrooms
15. Upper County Park Paving and Multiuse Trail*
16. Lafayette High School Renovation*
17. Chickahominy Riverfront Park Campground Improvements*
18. James City County Marina Bathhouse Facilities*
19. Jamestown Beach Event Park Improvements
20. Upper County Park Splash Pad
21. General Services Administration Building*
22. Baseball Field Expansion (Warhill Sports Complex)
23. Freedom Park Phase IV - Active Recreation Facilities
24. Veterans Parks Phase II Improvements
25. Chickahominy Riverfront Park Bathhouse Facilities
26. James City County Marina Parking Area
27. Jamestown High School Cafeteria/School Expansion*
28. Warhill Sports Complex Connector Road
29. Chickahominy Riverfront Park Connector Road
30. New James City County Library Branch/Alternate New Jointly Funded Library*
31. James City County Library Playground (Friend of WRL Funded)

* *These projects are requesting funding for FY23.*

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

TC/md

FY2023-27CIP-mem

Attachments:

1. Policy Committee CIP Summary Spreadsheet
2. Policy Committee CIP Ranking Criteria
3. Unapproved Policy Committee Minutes from February 10, 2022
4. Unapproved Policy Committee Minutes from February 17, 2022
5. Unapproved Policy Committee Minutes from February 24, 2022
6. Unapproved Policy Committee Minutes from March 2, 2022

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY2023 Requested	FY2024 Requested	FY2025 Requested	FY2026 Requested	FY2027 Requested	Total Requested	Agency Priority	Out of	Notes	PC Score	Z Score	PC Rank
F	General Services	Stormwater Capital Improvement Program	Various projects to address undersized and failing drainage systems, restore eroded channels and install new facilities to treat runoff pollution.	2,600,000	2,634,000	2,493,000	2,613,000	2,204,000	12,544,000	3	3		81.13	2.98	1
A	Community Development	Transportation Match	Various transportation projects improvements and implementation as identified in the Six Year Improvement Plan.	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000	1	2		76.00	2.58	2
G	Parks & Recreation	Lower County Park	Acquire property, design and construct a park that includes a walking trail, picnic shelter, swimming pool with water features, restrooms and all related infrastructure to support.	1,046,000	-	6,163,000	-	-	7,209,000	1	18		68.75	2.24	3
C	Economic Development	Business Ready Sites Program	This project would provide funding (100% for the County-owned parcel and up to 50% for the parcels in private ownership as a match grant) to conduct the necessary engineering studies to determine construction readiness.	148,000	190,000	90,000	100,000	22,000	550,000	1	1		59.75	1.63	4
Y	Police	Covered Parking for Specialty Vehicles & Trailers	Construct a three-sided, open-front, covered parking structure that will provide overhead, side, and rear protection for a number of specialty vehicles and trailers. The structure would be built at the Law Enforcement Center in available space for such a structure.	430,123	-	-	-	-	430,123	1	1		58.00	1.53	5
Z	Social Services	Human Services Center Renovations	The proposed project includes renovation of the Olde Towne Medical and Dental Center space as well as the remainder of the HSC building to align better with the Space Needs Study, a total of 29,138 GSF.	1,081,300	-	10,424,553	-	-	11,505,853	1	1		55.13	1.34	6
CC	Williamsburg Regional Library	New Grove Area Library	A 10,000 SF library facility conveniently located would offer vital services for many residents in the Grove area.	-	-	-	350,000	4,350,000	4,700,000	3	3		54.88	1.24	7
H	Parks & Recreation	Chickahominy Park RV Storage	Construct RV storage area at Chickahominy Riverfront Park as shown on the 2020 Shaping Our Shores Master Plan.	491,000	-	-	-	-	491,000	2	18		52.50	1.11	8
N	Parks & Recreation	James City County Marina Phase 2	Relocate existing boat ramp from it's current location to alleviate the congestion in front of the exitsing building, provide additional parking for marina and ramp visitors, replace both covered boat houses and add the third section of uncovered slips. Add a transient docking/floating walkway, and 16 additional uncovered slips to the front area.	-	6,228,000	-	-	-	6,228,000	8	18		50.38	1.03	9
B	Community Development	Open Space Match	Local match funding for greenspace acquisition program	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000	2	2		55.13	0.85	10
I	Parks & Recreation	Chickahominy Park Paddlecraft Area	Development of park based on the 2020 Shaping our Shores Master plan to include design and construction of ADA accessible paddlecraft area and additional parking and road improvements. Plans include an additional boathouse, to be funded by the Williamsburg Boat Club.	77,000	2,060,000	-	-	-	2,137,000	3	18		50.63	1.01	11
J	Parks & Recreation	Chickahominy Park Multi-Use Trail	Construct multi-use trail at Chickahominy Riverfront Park as shown on the 2020 Shaping Our Shores Master Plan.	101,000	574,000	-	-	-	675,000	4	18		50.00	0.98	12
FF	WJCC Schools	Pre-K Space	Build Pre-K classroom space at current elementary school sites		33,000,000				33,000,000	3	3		47.63	0.95	13
W	Parks & Recreation	Greensprings Interpretive Trail Restrooms	Construct permanent ADA accessible restroom facility at trail head	-	-	-	317,000	-	317,000	17	18		44.63	0.88	14
K	Parks & Recreation	Upper County Park Paving & Multi-Use Trail	Construct 0.5 mile paved ADA accessible multi-use trail loop and pave existing gravel parking area.	288,000	-	-	-	-	288,000	5	18		45.75	0.84	15
EE	WJCC Schools	LHS School Renovations	Add instructional space to Lafayette High School	2,946,000					2,946,000	2	3		47.13	0.79	16
M	Parks & Recreation	Chickahominy Park Campground Improvements	Re-design loop road and provide utility connections for electric, water, and sewer to accommodate 15-20 full hook-up RV sites or cabins as shown on the 2020 Shaping Our Shores Master Plan.	338,000	1,925,000	-	-	-	2,263,000	7	18		45.00	0.77	17
L	Parks & Recreation	JCC Marina Bathhouse Facilities	Construct wet-proofed Bathhouse facilities at the James City County Marina that meet VDH standards, are ADA accessible, and located close to boating activities	798,591	-	-	-	-	798,591	6	18		45.50	0.76	18
S	Parks & Recreation	Jamestown Beach Event Park Improvements	Install additional restroom facility to support beach, realignment and paving of park roads, install permanent parking in existing grass parking area for 200 spaces, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations, park maintenance building	-	-	1,465,000	-	8,627,000	10,092,000	13	18		45.88	0.68	19
Q	Parks & Recreation	Upper County Park Splash Pad	Replace the existing baby pool with ADA accessible splash pad and water features	-	107,000	606,000	-	-	713,000	11	18		43.75	0.65	20
E	General Services	General Services Administration Bldg.	Construct new 469,000 GSF building to house General Services Administration & Operations	1,964,541	24,830,538	-	-	-	26,795,079	2	3		46.88	0.59	21

ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY2023 Requested	FY2024 Requested	FY2025 Requested	FY2026 Requested	FY2027 Requested	Total Requested	Agency Priority	Out of	Notes	PC Score	Z Score	PC Rank
O	Parks & Recreation	Baseball Field Expansion	Construction of two lighted turf baseball fields, parking, restrooms and field fencing at Warhill Sports Complex.	-	942,000	-	5,550,000	-	6,492,000	9	18		44.00	0.58	22
V	Parks & Recreation	Freedom Park Phase IV - Active Recreation Facilities	Develop active recreational amenities at Freedom Park according to the approved Master Plan, including basketball, tennis, swimming pool/splash pad, picnic shelter and playground	-	-	-	1,104,000	6,283,000	7,387,000	16	18		42.50	0.57	23
P	Parks & Recreation	Veterans Park Phase 2 Improvements	Complete phase 2 improvements at Veterans Park: splash pad, pump room, parking lot additions, sidewalk connections and outdoor workout equipment.	-	291,000	1,655,000	-	-	1,946,000	10	18		42.50	0.55	24
T	Parks & Recreation	Chickahominy Park Bathhouse Facilities	Construct one large bathhouse facility to serve campsites that require facilities within 500 feet per VDH, and add laundry facilities.	-	-	205,000	1,165,000	-	1,370,000	14	18		43.00	0.54	25
R	Parks & Recreation	JCC Marina Parking Area	Construct asphalt parking area to accommodate 150 parking spaces parking area as shown in the 2020 Shaping Our Shores Master Plan.		254,000	1,446,000			1,700,000	12	18		41.25	0.52	26
DD	WJCC Schools	JHS Cafeteria School Expansion	This project increases the core/cafeteria space at JHS to alleviate overcrowding.	2,278,000					2,278,000	1	3		38.00	0.08	27
X	Parks & Recreation	Warhill Sports Complex Connector Rd.	Construct new connector road to VDOT standards to be adopted into the state secondary road system for state maintenance.	-	-	-	-	4,735,000	4,735,000	18	18		35.25	-0.07	28
U	Parks & Recreation	Chickahominy Park Connector Road	Construction of connector road as shown in the 2020 Shaping our Shores Master Plan. The new road way would divert traffic to the rowing/paddlecraft area and RV storage from driving through heavily populated camping areas	-	-	526,452	-	-	526,452	15	18		34.25	-0.10	29
AA	Williamsburg Regional Library	New James City County Library Branch/New Joint Library	Construction/Renovation of new library building per architectural assessment completed in May 2018.	1,000,000	1,481,250	8,901,875	12,412,375	-	23,795,500	1	3		23.75	-0.44	30
BB	Williamsburg Regional Library	James City County Library Playground	Proposal for a playground at the James City County Library site funded through a partnership with the Friends of WRL Foundation.	-	-	-	-	-	-	2	3		26.50	-0.45	31
D	General Services	Curbside Recycling Billing System	This request is to purchase an actual billing system that can be used for the Curbside Recycling Program.	300,000					300,000	1	3	Removed as a Policy Committee			
				20,137,555	78,766,788	38,225,880	27,861,375	30,471,000	195,462,598						

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)?	

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 10, 2022
4:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 4:05 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair

Jack Haldeman

Tim O'Connor

Absent:

Rich Krapf

Staff:

Ellen Cook, Principal Planner

Josh Crump, Principal Planner (Virtual)

Terry Costello, Senior Planner

Suzanne Yeats, Planner

Paxton Condon, Community Development Assistant

Katie Pelletier, Community Development Assistant (Virtual)

Cheryl Cochet, Assistant Director, Financial and Management Services Department (Virtual)

Margo Zechman, Senior Budget and Accounting Analyst (Virtual)

C. MINUTES

1. Minutes of the September 9, 2021 Meeting

D. OLD BUSINESS

There was no Old Business.

E. NEW BUSINESS

1. Fiscal Year 2023-2027 Capital Improvements Program Review

Ms. Terry Costello stated that it was the first meeting for the Policy Committee's review of the Fiscal Year (FY) 2023-2027 Capital Improvements Program (CIP) requests. She stated that the Policy Committee would rank each request in accordance with the Comprehensive Plan and provide a list of its priorities to the Board of Supervisors. She stated that 29 applications were received from County departments and related agencies and three requests were received from the Williamsburg-James City County (WJCC) Schools. She stated that the Policy Committee could identify questions for departments regarding their CIP requests. She stated that requested departmental staff would be attending the next two meetings to answer detailed questions, and that Financial and Management Services staff will also be available to answer questions about the overall budget process. She stated that staff would compile the finalized ranking to present at the March 14, 2021, meeting of the Planning Commission.

Mr. Tim O'Connor asked what departments were coming to the next meetings.

Ms. Costello stated Economic Development, General Services, Stormwater and Resource Protection, Parks & Recreation, Social Services, Williamsburg Regional Library, and WJCC Schools would be coming to answer questions in the next meetings.

The Committee discussed questions they had for the library and additional details they would like to see including the location and floorplan layout. The Committee discussed their concern with not having a final decision for the location of the library applications.

Mr. Haldeman asked if there were any staff positions for the library and Social Services that could continue to be done via telework. Mr. Haldeman also stated that he does not think that the Chickahominy Riverfront Park RV Storage project would have a large impact on the community but that it does seem to have a high return on investment. He stated that the Police request that covers the expensive equipment seemed like a good idea.

Mr. Polster stated that the Pre-K space application had also not determined a location yet.

The Committee discussed Economic Development's business-ready sites program application. The Committee discussed their questions for the site selection and the return on investment.

Mr. Haldeman asked what the cost-sharing would be between localities for the library and if that is dependent on location.

Ms. Cheryl Cochet stated that for the library the cost-sharing is determined by the location.

Mr. O'Connor stated that he is not sure if the James City County (JCC) residents who are utilizing the current library in the City of Williamsburg were using it by choice or due to materials they need only being available at that location. He stated that he has concerns about the economic benefit to businesses of having the library nearby not occurring in the County if the library is not located here.

Mr. Haldeman asked how much of the funding for the JCC library playground was actually coming from donations.

Mr. O'Connor requested additional information on the Open Space Match program.

Mr. Polster asked about the open space match process and suggested the possibility of the application returning to CIP next year.

Mr. Polster asked about the Social Services building and the space that Olde Towne Medical and Dental Center is renting.

Ms. Cochet stated that Olde Towne is a separate entity and its lease ends in July of 2024.

Mr. O'Connor asked what would become of vacant office space and how that would be repurposed.

The Committee discussed whether the costs for the curbside recycling and for the design of the new baseball field were too high.

The Committee discussed the various park projects and the costs of each as well as the potential cost savings if the County were able to do the projects together rather than in stages.

Ms. Cochet explained that the County's debt capacities are taken into account for every application. She stated that it would be best to discuss the timeline of each project with the project managers to determine whether that was logistically possible.

Mr. Haldeman asked what the next steps were.

Ms. Costello stated that department representatives would be in attendance at the February 17 and 24 meeting to answer questions.

F. ADJOURNMENT

Mr. Haldeman made a motion to Adjourn.

The motion passed 3-0.

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

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

M I N U T E S
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.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

M I N U T E S
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.

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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.

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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.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

M I N U T E S
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 2, 2022
5:00 PM

A. CALL TO ORDER

Mr. Frank Polster called the meeting to order at approximately 5:00 p.m.

B. ROLL CALL

Present:

Frank Polster, Chair

Jack Haldeman

Rich Krapf

Tim O'Connor

Staff:

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

Paxton Condon, Community Development Assistant

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY2023 - FY2027 Capital Improvements Program Review

Ms. Terry Costello stated that this meeting is to confirm the final scoring and ranking recommendations of the Committee. She stated that these would be forwarded to the Planning Commission and Board of Supervisors (Board) as part of their budget discussions. Ms. Costello asked if there were any questions.

Mr. Jack Haldeman stated he would like to see the Open Space Match project moved up the list.

Mr. Rich Krapf stated that he agreed with moving Open Space Match up and that he had also ranked it higher.

Mr. Frank Polster stated that the Open Space Match was one of their only anomalies for the Z-score rankings. He suggested moving Open Space Match into the tenth ranking putting it into the top ten right above the Chickahominy Riverfront Park projects.

Mr. Tim O'Connor stated that without a set Open Space prioritization criteria he disagreed with utilizing funds for this project, but that he would not have an issue if the Committee decided to move it up.

The Committee agreed to move Open Space Match to the tenth spot.

Ms. Costello asked to clarify if the Committee wanted to add a note to go along with this change.

The Committee agreed they would like to add a notation for utilizing the State's green space criteria for the Open Space Match prioritization.

Mr. O'Connor asked if the library playground project's ranking mattered since it does not require County funding.

Mr. Polster stated that it needed to be included on the list because of the staff time requirement.

The Committee discussed adding a note in the memorandum explaining this project.

Mr. O'Connor asked if the Committee wanted to include a comment to the Board explaining why it was hard to score the new library project.

The Committee agreed to add a note stating that the Commissioners recognize the need for a new library, but that the decision for a location is up to the Board and other parties.

Mr. Polster stated that he was glad to see where the Williamsburg-James City County Schools projects were ranked. He also stated the Committee needed to discuss the Grove area library and that he does not see that project as a standalone project.

Mr. Haldeman stated that he sees the need for a new larger library, but that he thinks it would be too much to worry about that as well as a new standalone library in Grove. He stated that maybe if the library could build on to the Abram Frink Jr. Community Center it may be more feasible.

Mr. Polster asked Ms. Costello to ask Ms. Betsy Fowler for additional information.

Ms. Costello stated that Ms. Fowler would be attending the March 14 Planning Commission meeting.

The Committee discussed the site selection for the Economic Development project.

Ms. Costello confirmed that the only change to the rankings was the movement of the open space match and the added notes.

There was no further discussion.

Mr. Krapf made a motion to approve the Fiscal Year (FY) 2023-2027 Capital Improvements Program rankings as amended and with the notes added.

The motion passed 4-0.

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 5:25 p.m.