

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 Mounts Bay Road, Building D
February 15, 2022
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. Minutes for Approval - January 18, 2022

D. FINANCIAL REPORTS

1. Financial Reports for Approval - January 2022

E. CLOSED SESSION

F. NEW BUSINESS

1. The EDGE District - update and request for additional funding
2. Marina Update

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

K. ADJOURNMENT

ITEM SUMMARY

DATE: 2/15/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes for Approval - January 18, 2022

ATTACHMENTS:

	Description	Type
	Minutes for Adoption	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/11/2022 - 11:16 AM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

January 18, 2022
4:00 PM

A. CALL TO ORDER

Mr. Campana called the meeting to order at 4:00 p.m.

B. ROLL CALL

Vince Campana, Chair
Ellen Gajda
Carlton Stockton
William Turner

Absent:

Lynn Meredith
Brandon Nice
Joe Stanko

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Kate Sipes, Assistant Director, Economic Development
Jeff Wiggins, EDA Fiscal Agent
Adam Kinsman, EDA Counsel
Sue Sadler, Board of Supervisors' Liaison to the EDA, via phone
Chris Kulp, EDA Bond Counsel, Hunton Andrews Kurth, LLP
John Badman, IV, Associate, McGuireWoods
Tom Johnson, Senior Vice President, S.L. Nusbaum Realty Co.

C. APPROVAL OF MINUTES

1. Minutes Adoption - December 14, 2021

A motion to Approve was made by William Turner; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Campana, Gajda, Stockton, Turner
Absent: Meredith, Nice, Stanko

D. FINANCIAL REPORTS

1. December Financial Reports

A motion to Approve was made by Carlton Stockton; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Campana, Gajda, Stockton, Turner
Absent: Meredith, Nice, Stanko

Mr. Wiggins referred to the revenue and expense reports for December 2021, noting revenue from the bond financing application received from Blaine Landing, Limited Partnership.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Bond Application, Blaine Landing

A motion to Approve the Inducement Resolution for Blaine Landing, Limited Partnership was made by William Turner; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Stockton, Turner

Absent: Meredith, Nice, Stanko

Mr. Johnson introduced Mr. Chris Kulp of Hunton Andrews Kurth, LLP.

Mr. Kulp explained the EDA was holding a Public Hearing for the project and voting on the consideration of the Inducement Resolution, included in the packet. He further explained this meeting was the initial stage of a multi-step process; the Inducement Resolution would be considered by the EDA at this meeting and by the Board of Supervisors (BOS) at a future meeting, followed by consideration of a Bond Resolution at future EDA and BOS meetings. Mr. Kulp reminded the EDA that action was not to be construed as a guarantee of success for the project, but rather the EDA was providing access to a financing mechanism per state statute. He clarified that the question before the EDA is whether the EDA is willing to serve as a conduit financier and noted this project was different from previous bond financing approved recently by the EDA because this project was to finance the construction of a new facility rather than refinance previously issued debt.

Mr. Kulp introduced Mr. John Badman, IV from McGuireWoods to comment further on the specific project.

Mr. Badman reiterated the fact the EDA was being asked to serve as a conduit for financing. He added the Public Hearing was being held to offer the opportunity to hear any public comments about the project.

Mr. Badman introduced Mr. Tom Johnson from S.L. Nusbaum Realty Co.

Mr. Tom Johnson explained the project consisted of 119 apartment units. He noted the rezoning of the property was approved by the BOS in 2019 for the project, with 100% units meeting the definition of affordable units. Mr. Johnson explained that the previous developer applied unsuccessfully for Low Income Housing Tax Credits (LIHTC) in both 2019 and 2020, after which S.L. Nusbaum Realty Co. became the developer of the project. Mr. Tom Johnson further explained LIHTC were obtained in June 2021; 59 of the 119 apartments were to be financed with competitive 9% tax credit financing and the remaining 60 units were to be financed with 4% tax credit financing. He clarified that the 4% financing required tax-exempt bond financing for the construction period and the future permanent (non-construction) bonds would not use tax-exempt financing.

Mr. Campana opened the Public Hearing.

No members of the public were in attendance.

Mr. Campana closed the Public Hearing.

Mr. Turner asked about the timing of the 9% and 4% bonds.

Mr. Tom Johnson responded the terms require all 119 units be in service by the end of 2023 or 2024. He noted the design phase was complete and the project was currently out for bid. He added that all units will be under construction at the same time.

Mr. Turner asked about project amenities.

Mr. Tom Johnson clarified all project amenities will be available to and shared by all units.

Mr. Turner asked about lending institutions.

Mr. Tom Johnson responded that U.S. Housing and Urban Development (HUD) loans will be used, due in part because the Virginia Housing Development Authority (VHDA) was unable to service the loan for a project with 100% of the units classified as affordable units. Mr. Johnson also noted S.L. Nusbaum Realty Co. has completed 13 HUD loans in approximately the last 17 years.

Mr. Campana asked about the total estimated cost of construction for the project.

Mr. Tom Johnson responded the total project cost is estimated at approximately \$30 million, with approximately \$22-\$25 million in total construction costs.

Mr. Chris Johnson reminded the EDA that under State Law the bonds are not deemed to constitute a debt of the EDA or constitute a pledge of faith and credit or taxing power of the EDA or the County. Mr. Johnson stated that all Directors had confirmed prior to the meeting that they meet the residency requirements of the Industrial Development Authority Act.

Mr. Kulp noted the applicant has selected the one-time fee up front option for the administration fee to the EDA.

Mr. Tom Johnson confirmed, noting the bond request was for construction financing and, therefore, the one-time fee seemed more suitable than an annual fee for the construction period.

2. Proposed Amendment to Sales Agreement

A motion to Approve the Sales Agreement Amendment was made by Ellen Gajda; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Stockton, Turner

Absent: Meredith, Nice, Stanko

Mr. Campana recused himself from the discussion and left the room.

Mr. Chris Johnson reminded the EDA there was a sales agreement on a portion of 8925 Columbia Drive, dated May 2021. In October 2021, the EDA granted an extension through February 2022, at the request of the prospective buyer, based on delays from various state agencies that affected the due diligence process. Mr. Johnson informed the EDA that responses from state agencies were received in December and the applicant is now requesting an extension to complete the due diligence process. Mr. Johnson noted staff has been in contact with the prospective buyer throughout the past several months and progress is being made. Mr. Johnson recommended approval of the extension request.

Mr. Campana was summoned to return to the meeting after the vote.

3. Start Peninsula Update

Mr. Chris Johnson referred to the Annual Activity Report for Start Peninsula, noting no action was required by the EDA and the report was for informational purposes.

Mr. Turner asked how we can take the Start Peninsula event to the next level.

There was general discussion about the strength of the Program, its evolution, and pandemic impacts.

Mr. Turner noted that the next level may not be a larger event, per se, but rather increasing the marketing, awareness, and depth of participants.

Ms. Gajda noted the judges should have experience managing a small business and asked what the track record was for previous winners.

Mr. Turner noted some of the judges were Venture Capitalists, which were very knowledgeable and helpful to the competitors.

Mr. Chris Johnson mentioned the prize package included time in a business incubator and our regional Launchpad incubator worked with several of the winners over the past several years.

Ms. Sipes added that part of the business planning leading up to the competition included the question of how the business could scale up and whether or not the success would depend upon the specific skill set of the founder.

Mr. Turner suggested the focus should not just be on the winners of the event, but rather on all good business ideas presented. He noted some of those who pitch business ideas, but are not one of the three winners, go on to conduct further business planning and often return with stronger concepts in future years.

G. OLD BUSINESS

There was no Old Business.

H. LIAISON REPORTS

There were no Liaison Reports.

I. DIRECTOR'S REPORT

Mr. Chris Johnson referred to the report in the packet and asked if there were any questions.

Mr. Turner asked for more information regarding Hazelwood Enterprises and the developer involved in the project.

Mr. Johnson shared there was no developer, per se, but the three heirs to the Hazelwood Farm property applied to rezone the parcels to Economic Opportunity (EO) to facilitate the development of Village Center, which would be retail use and has been approved by the BOS, and Enterprise Center, which is scheduled for a February BOS meeting. Mr. Johnson continued by explaining the proposal for Enterprise Center includes up to 3,220,000 square feet of industrial, warehouse, and office space and up to 75,000 square feet of commercial space, effectively allowing what is now Hazelwood Farms to be the next area of the County to accommodate employment growth, similar to Stonehouse Commerce Center.

Mr. Turner asked what feedback, if any, was coming from the community.

Ms. Sadler noted she is being contacted by people in the Stonehouse District. She shared that the discussions involved balancing the preservation of rural character with the reality that some of the property has been zoned B-1, General Business, since 1972 and the potential for commercial development is not a new issue.

Mr. Campana shared the vacancy rate for industrial property on the peninsula is now 2%, meaning there is more demand for industrial property than the peninsula can meet and additional inventory would offer economic opportunity for the County.

Mr. Johnson reminded the EDA Directors to complete and submit the 2022 Statement of Economic Interest before January 31.

J. UPCOMING DATES OF INTEREST

There were no upcoming dates noted.

K. ADJOURNMENT

A motion to Adjourn was made by Carlton Stockton; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Stockton, Turner

Absent: Meredith, Nice, Stanko

1. Adjourn until February 15, 2022

At approximately 4:42 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 2/15/2022

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Financial Reports for Approval - January 2022

ATTACHMENTS:

	Description	Type
☐	Revenue Report	Exhibit
☐	Expenditure Report	Exhibit
☐	Balance Sheet	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/11/2022 - 11:16 AM

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: 300 EDA	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
305 Use Of Money & Property							
300-305-3511-	-3,500	Interest Revenue -3,500	.00	.00	.00	-3,500.00	.0%
TOTAL Use Of Money & Property	-3,500	-3,500	.00	.00	.00	-3,500.00	.0%
308 Charges For Services							
300-308-3400-	-14,725	Lease Income -14,725	-14,725.00	.00	.00	.00	100.0%
TOTAL Charges For Services	-14,725	-14,725	-14,725.00	.00	.00	.00	100.0%
309 Miscellaneous							
300-309-3699-	0	Miscellaneous Revenue 0 -800.00	.00	.00	.00	800.00	100.0%
300-309-3970-	-75,239	Marina Property -75,239	-47,101.60	-5,627.84	.00	-28,137.40	62.6%
300-309-3972-	-15,000	Bond Fee Revenue -15,000	-94,212.65	.00	.00	79,212.65	628.1%
TOTAL Miscellaneous	-90,239	-90,239	-142,114.25	-5,627.84	.00	51,875.25	157.5%
398 Carryforwards							
300-398-3705-	0	Carryforward Encumbrances -9,775	.00	.00	.00	-9,775.00	.0%
TOTAL Carryforwards	0	-9,775	.00	.00	.00	-9,775.00	.0%
399 Fund Balance							
300-399-3100-	-7,537	Fund Balance -7,537	.00	.00	.00	-7,537.00	.0%
TOTAL Fund Balance	-7,537	-7,537	.00	.00	.00	-7,537.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: 300 EDA	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL EDA	-116,001	-125,776	-156,839.25	-5,627.84	.00	31,063.25	124.7%
TOTAL REVENUES	-116,001	-125,776	-156,839.25	-5,627.84	.00	31,063.25	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-116,001	-125,776	-156,839.25	-5,627.84	.00	31,063.25	124.7%

** END OF REPORT - Generated by Jeffrey Wiggins **

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: 300 EDA	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
259 EDA Operating							
300-259-0200-	550	Advertising					
		550	.00	.00	.00	550.00	.0%
300-259-0205-		Promotion					
	46,500	46,500	7,652.30	.00	.00	38,847.70	16.5%
300-259-0220-		Travel And Training					
	1,000	1,000	.00	.00	.00	1,000.00	.0%
300-259-0222-		Local Travel					
	500	500	.00	.00	.00	500.00	.0%
300-259-0235-		Annual Audit					
	10,750	10,750	10,676.00	.00	.00	74.00	99.3%
300-259-0319-		Office Supplies					
	200	200	.00	.00	.00	200.00	.0%
300-259-0710-		Legal Services					
	6,000	6,000	3,500.00	500.00	.00	2,500.00	58.3%
300-259-5900-		Regional Econ Devel Support					
	34,500	34,500	34,500.00	.00	.00	.00	100.0%
300-259-5902-		VA High Speed Rail					
	1,000	1,000	1,000.00	1,000.00	.00	.00	100.0%
300-259-5903-		James River Commerce Ctr-Ops					
	14,800	24,575	4,887.50	.00	4,887.50	14,800.00	39.8%
300-259-5904-		Mainland Farm Oper Expenses					
	100	100	.00	.00	.00	100.00	.0%
300-259-5915-		Marina Property					
	101	101	.00	.00	.00	101.00	.0%
TOTAL EDA Operating	116,001	125,776	62,215.80	1,500.00	4,887.50	58,672.70	53.4%
TOTAL EDA	116,001	125,776	62,215.80	1,500.00	4,887.50	58,672.70	53.4%
TOTAL EXPENSES	116,001	125,776	62,215.80	1,500.00	4,887.50	58,672.70	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	116,001	125,776	62,215.80	1,500.00	4,887.50	58,672.70	53.4%

** END OF REPORT - Generated by Jeffrey Wiggins **

BALANCE SHEET FOR 2022 7

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
300401	0000	General Cash	4,127.84	689,797.09
300413	5921	Marina Property Rent Receivabl	.00	40,396.18
300413	8250	Misc Receivables	.00	2,882.65
300413	8253	Loan Receivables	.00	20,711.42
300417	0916	Allowance-Doubtful Accts	.00	-73.42
300455	0814	Land Improvements	.00	237,988.25
300455	0815	Land	.00	710,794.67
300455	0819	Buildings	.00	290,094.53
300455	0820	Accum Deprec-Buildings	.00	-26,608.22
300455	0831	Infrastructure	.00	182,379.34
300455	0832	Accum Deprec-Infrastructure	.00	-22,872.31
300455	0837	Accum Deprec-Land Improvements	.00	-43,688.66
300455	0840	Land Improvements (ND)	.00	34,200.00
TOTAL ASSETS			4,127.84	2,116,001.52
FUND BALANCE				
300601	6140	Net Pos - Net Invmnt Cap Assets	.00	-1,387,765.32
300601	6142	Net Pos - Unrestricted	.00	-633,612.75
300601	6150	Revenue-Year To Date	-5,627.84	-156,839.25
300601	6151	Expenditures-Year To Date	1,500.00	62,215.80
300601	6152	Encumbrances-Year To Date	.00	4,887.50
300601	6906	Estimated Revenues	.00	125,776.00
300601	6907	Appropriations	.00	-125,776.00
300601	6909	Budgetary FB Res for Encumbranc	.00	-4,887.50
TOTAL FUND BALANCE			-4,127.84	-2,116,001.52
TOTAL LIABILITIES + FUND BALANCE			-4,127.84	-2,116,001.52

BALANCE SHEET FOR 2022 7

FUND: 300 EDA	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
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FUND BALANCE

** END OF REPORT - Generated by Jeffrey Wiggins **

ITEM SUMMARY

DATE: 2/15/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: The Edge District - update and request for additional funding

In October 2019, the EDAs of all three localities each granted \$2,000 in funding to support a regional initiative to promote the food and beverage businesses in the area defined by Merrimac Trail, Page Street and Second Street. Representatives from businesses in the Edge District, along with their marketing team, will present updates on their work to promote businesses in this unique corridor where the three localities of Greater Williamsburg (York County, James City County and the City of Williamsburg) all interconnect. Additional funding, \$10,000 from each of the three EDAs, is being requested to further these efforts.

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/11/2022 - 11:55 AM

ITEM SUMMARY

DATE: 2/15/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Marina Update

Mr. John Carnifax will discuss investments being made at the Marina and future projects being planned. The EDA leases a portion of the property at the Marina from the Board of Supervisors and sub-leases the property to Billsburg Brewery.

ATTACHMENTS:

	Description	Type
	Shaping Our Shores JCC Marina Master Plan	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/11/2022 - 11:59 AM

Master Plan

James City County
Marina
Sept 2020



Label	Feature
A	Restaurant / Tasting Room / Multipurpose / Community Room & Deck
B	Covered Pavillion
C	Billsburg Brewery & Expansion
D	Parks Office, Rentals, Marine Repairs & Restrooms
E	Dry Stack Storage
F	Docks and Slips
G	Property Boundary
H	Fuel Dock/ Pump Out
I	Existing Gazebo
J	New Covered Boat Slips - 44 Slips
K	Canoe/ Kayak Launch
L	Creek Walk
M	Uncovered/Covered Boat Slips
N	Overlook / Fishing Pier
O	New Boat Ramp
P	Parking
P1	Short Term Trailer Parking / Boat Trailer Parking
Q	Marina Walk
R	Secondary Entrance
S	Living Shoreline
T	Floating Walkway and Transient Boat Dock
U	Jet Ski Slips - 5 Total
V	Paddle Craft Storage
W	Emergency Boat Lifts
X	Dumpster Pad
Y	Butterfly Garden

	Flood Plain		Living Shoreline - Still
	RPA Lines		Sidewalk
	Contours		Living Shoreline - Marsh
	Trail / Path		Bioretention Basin
	Existing Boat Slips		Trees
	Property Line		Grass
			Marsh

Proposed Site Information

44 Covered Boat Slips
64 Boat Slips
108 Total



0 60 120 Feet



ITEM SUMMARY

DATE: 2/15/2022

TO: The Economic Development Authority

FROM: Christopher Johnson- Director of Economic Development

SUBJECT: Director's Report

ATTACHMENTS:

	Description	Type
	Director's Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/11/2022 - 11:57 AM

MEMORANDUM

DATE: February 15, 2022

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, January-February 2022

COVID-19 Test Kits – The Office of Economic Development (OED) distributed eight cases of COVID-19 rapid test kits to small businesses throughout the County to assist ongoing efforts to keep employees and patrons safe and keep businesses open.

Hazelwood Enterprise Center - An application to rezone 328 acres of the Hazelwood Farm property off Old Stage Road and Route 30 from B-1, General Business, and A-1, General Agricultural, to EO, Economic Opportunity with Proffers to allow up to 3,220,000 square feet of warehouse, light industrial, and office space and up to 75,000 square feet of commercial space was approved by the Board of Supervisors at its Feb. 8 meeting.

Capital Improvement Program – OED staff is scheduled to present a Capital Project funding request to the Planning Commission Policy Committee on February 17 and 24 to enhance site readiness at four County industrial sites.

Manufacturing and Skilled Trades Summit – Last November staff hosted 31 representatives from employers seeking skilled tradespeople, as well as 20 representatives from educational institutions, including Kindergarten-12, New Horizons Regional Educational Center, Thomas Nelson Community College, and ECPI. The group spent approximately two hours discussing the needs for workforce trained in the trades and manufacturing sector and how educational institutions can better prepare students for work in these and related fields. Staff continues to work with educational partners on next steps to create additional opportunities for students in the Greater Williamsburg region.

Regional Events/Initiatives:

- Staff attended the Launchpad Board of Directors quarterly meeting on January 18.
- Staff attended the January 20 meeting of the Hampton Roads Planning District Commission which featured a presentation on economic development opportunities by Jason El Koubi, Interim President and CEO of the VEDP; Stephen Edwards, Virginia Port Authority CEO; and Doug Smith, Hampton Roads Alliance President and CEO.
- Staff participated in a Regional Gateway Analysis Study on January 24 with Economic Development Directors from 14 Hampton Roads localities.
- Staff participated in a VEDA impactED events on January 31 and February 14.

Upcoming Dates:

- **Ribbon Cuttings:** The Greater Williamsburg Chamber of Commerce will be co-hosting a Business Community Collaboration Ribbon Cutting Celebration with the Greater Williamsburg Chapter of the NAACP on Friday, February 18 at Loving Me Fashion, 6595 Richmond Rd. at 11:30am and I-Shine For You Auto Detailing at 5691 Mooretown Rd. at 12:00pm.
- **Start Peninsula 2022:** Micro Pitch #1, Thursday, March 24 at 6:00pm via Zoom