

**MEETING NOTES**  
**York 2040 Committee**

Wednesday, December 4, 2019 – 5:00 p.m.  
Public Works Multi-Purpose Room  
105 Service Drive, Yorktown, Virginia

Members Present: Mark Bellamy, Gregory “Skip” Brooks, Chad Green, Leigh Houghland, Montgoussaint “Montee” E. Jons, Michael S. King, Vivian McGettigan, R. Anderson Moberg, Richard Myer, Sheila L. Myers, Jacob Rizzio, Eugene Seiter, and Cowles “Buddy” Spencer

Staff Present: Susan Kassel, Director of Planning and Development Services; Timothy Cross, AICP, Deputy Director of Planning and Development Services; Earl Anderson, AICP, Senior Planner; Daria Linsinbigler, Planning Assistant; Gail Whittaker, Public Information Officer; Jason Atkins, Assistant County Attorney

Call to Order

Chairman King called the meeting to order at approximately 5:00 p.m. and welcomed Committee members and Brian K. Woodward, Public Works Director

Approval of November 6, 2019 Meeting Notes

The November 6, 2019 meeting notes were approved unanimously.

Presentation: York County Sanitary Sewer Project Update

Brian K. Woodward, P.E., York County Director of Public Works, gave a presentation on upcoming sewer projects that are included in the York County’s Capital Improvement Program (CIP). He stated that the Department of Public works is responsible for the operation, maintenance, design, and construction of sewer systems throughout the County. He said that in addition to the Sinclair Lane and Payne’s Road sewer projects, new sanitary sewer extensions in Schenck Estates and the Big Bethel Road and Whites Road-Faulkner Road areas will convert a combined total of more than two hundred homes from septic systems to public sewer. Mr. Brooks asked if the Whites-Faulkner project is separate from the stormwater project being constructed in that area. Mr. Woodward responded that it is a separate project but that it is also being managed by the Department of Public Works.

Chairman King asked if there are any sewer projects targeted to unserved areas that the County would like to see developed. Mr. Woodward responded that in recent years, the Board of Supervisors has expressed a willingness to participate in utility extensions intended to support new economic development. As an example, he noted a project to provide public sewer to an unserved section of the Route 17 commercial corridor that will promote continued economic growth. Regarding residential development, he stated that the goal is to serve existing homes and not to encourage new residential development. He said that in the next few years a focus will be on both sewer line and pump station rehabilitation to ensure the continued operation of a reliable sanitary sewer system. He concluded by saying funds also provide continued replacement of generators that have exceeded their supportable life span.

Chairman King asked Mr. Woodward to clarify if the status of these projects are approved or only proposed for the CIP and Mr. Woodward replied the projects are all in the adopted CIP. He explained that the CIP is a six-year funding plan, the first year of which represents the capital budget, while funds programmed in the out-years are not appropriated and can be shifted in terms of both timing and the amount of funds.

Mr. Brooks asked if Hampton Roads Sanitation District (HRSD) contributes funds towards any projects. Mr. Woodward answered that CIP is based on County funds, but there is a partnership with HRSD for a hybrid program to rehabilitate certain portions of the sewer system in the most distress. In response to a question from Mr. Seiter, he stated that 82% of homes in the County – about 20,220 single-family detached homes – are served by public sewer, while about 1600 properties have private septic systems. He noted that hooking up into public sewer is not mandatory if the lot is large enough to support a septic system along with a reserve drain field. Mr. Green added that the Virginia Department of Health makes the determination as to whether or not a septic system is feasible on a particular lot. Mr. Anderson added that for lots without public utilities, the Zoning Ordinance specifies a larger than normal minimum lot size in most cases. Mr. Woodward said the County invests funds for existing developed areas and other entities, such as developers, are responsible to provide infrastructure for new residential development. Chairman King agreed that it was important to increase capacity for economic growth.

Chairman King asked if the County plans to participate in the Sustainable Water Initiative for Tomorrow (SWIFT) program. Mr. Woodward replied that the County is currently participating in a pilot program.

Mr. Jons asked how private water systems are monitored to ensure that water quality standards are met. Mr. Woodward responded that the Virginia Department of Health is responsible for monitoring these systems and publishes quarterly and annual reports on water quality. He added that the County will get involved when there is a citizen complaint.

Mr. Spencer asked how connection fees are calculated and Mr. Woodward replied that they are based on the size of the water meter that serves the property. He said a fee of \$3700 is the pre-connection cost and the homeowner has 90 days to connect or incur a penalty. He added that if required, an additional \$2500 fee for a grinder pump and vacuum system will be included. He said the County will be responsible for maintaining the grinder pump after installation. Mr. Spencer commented that the cost may be unaffordable to some residents, and Mr. Woodward answered that if an applicant qualifies, either part or all of the fees may be paid by the County or they can utilize a 24-month payment plan.

Mr. Green asked how much the sewer maintenance fee offsets some of the projects in the program and Mr. Woodward responded that about 80% of the collected fees go toward maintenance and operations and 20% toward new extensions.

Ms. Myers inquired whether the type of sewer system prescribed for a new development precipitates developers to change a design plan. Mr. Woodward said that the type of sewer system – vacuum, grinder pump, or gravity – can greatly influence a design. He further explained that a system is determined by many factors including the size of the lot, elevation, and amount of road frontage.

Presentation: York County Public Facilities, Part 1

Earl Anderson, AICP, Senior Planner, gave a presentation about County office buildings and courts. He explained that these facilities will be addressed in the Public Facilities element of the Comprehensive Plan. He explained that other public facilities – schools, parks, and fire stations – will be discussed at future meetings. He said the County has two major office complexes: Yorktown and the County Operations Center off of Goodwin Neck Road. In addition, he noted that the Griffin-Yeates Center in the upper County houses Child Development Resources.

Mr. Anderson stated that the County will need to plan for its future office space needs to ensure that government services meet the needs of the growing population as the County changes from a rural to a suburban county. Mr. Jons asked what the basis is for the characterization of suburban vs. rural, and Mr. Anderson responded that it is a subjective characterization based on such things as population growth and density, smaller lot subdivisions, road expansions, mixed-use development, etc. Ms. McGettigan agreed that agriculture is declining as development of properties previously used for farmland increases. Mr. Green commented that “rural county feel” may not have a clear definition but that it is an important characteristic citizens wanted to keep. Mr. Jons agreed and added that he regrets the replacement of locally-owned businesses with corporate chains that do not have local ties. Mr. Seiter said it is a complex issue and people have mixed feelings about larger stores moving in. Chairman King stated that it is important for the Comprehensive Plan to include policies to help protect the County’s rural qualities. Mr. Moberg noted a conflict between the goal of promoting affordable housing discussed at the November meeting, which will likely require higher housing densities, and the goal of maintaining the County’s rural character, which is typically associated with low housing densities.

Mr. Anderson stated that the County hired a consultant to perform a County Space Needs Study completed in August 2018, which assessed the personnel and support spaces for all departments and divisions and made recommendations for accommodating needs for additional building space. He explained that the study projected employee growth and analyzed existing space compared to projected needs within five years and ten years. He indicated the percentages of existing office areas meeting the five-year need or deficient in the projected space need.

Mr. Seiter stated that adding space will likely require more tax revenue. Mr. Anderson pointed out that in some areas, office space is woefully inadequate. Chairman King noted that local governments have to plan construction projects many years in advance and space for growth has to be factored into future plans to ensure the availability of funds, which is different from private industry. Mr. Brooks if the space study’s projections were based on a specific number of square feet per employee, and Mr. Anderson responded in the affirmative, with different multipliers used for different levels of employee.

Mr. Brooks asked if consideration was given to combining County offices in a single location and Mr. Myer responded that while some offices need to be grouped together to run efficiently, the default plan is not to condense offices. Mr. Cross added that prior to the development of County Operations Center in the mid-1990s, almost all County offices were in Yorktown, where there is limited opportunity for expansion.

Mr. Anderson summarized the space study recommendations and actions being taken to address the identified needs. He said there are plans to construct a new law enforcement building, with

a proposed start date in 2022, which will free up space in the Public Safety Building for the Departments of Fire and Life Safety and Social Services. He stated that the Voter Registrar and Parks and Recreation Division offices have already moved to rented commercial space in Washington Square shopping center, while the Tourism Development Division will be moving into the former Redcoat Antiques building in Yorktown. In addition, he stated, the Planning Division has moved into the former Parks and Recreation Building, adjacent to the Development Services Building, and that there are plans to build a connection between the two buildings to create a single Planning and Development Services Building, which would include the Building Safety Division. He stated that existing buildings will be renovated to allow expansions of Finance, Commissioner of the Revenue, Treasurer, Economic Development, Community Services, and Information Technology offices.

In closing, Mr. Anderson stated that using the Capital Improvement Program for long-range planning of renovating existing buildings, new construction, and rental space; changes will be made possible.

#### Committee Discussion

Mr. Houghland asked if the extra space in the York-Poquoson Courthouse could be used to alleviate the shortage of space in other facilities. Mr. Anderson replied that the Courthouse is uniquely designed to accommodate courtrooms and related facilities meant to be utilized for growth specific to the courts. Ms. Kassel added that sufficient space is an absolute requirement to adequately provide County public services, especially for employees who regularly interact with the citizens. Chairman King stated that the County has only a certain amount of money to spend on capital projects every year, so these determinations are not a question of funding, but a question of priority.

#### Other Business

Mr. Cross stated that a revised outline of future meeting topics was provided in the agenda package and that staff had included a target time period for distributing the draft Comprehensive Plan elements to the Committee for review and comment. He added that the regular meeting date in January falls on New Year's Day and will need to be rescheduled, and he added that future meetings may need to be longer than two hours in order to keep to the proposed schedule. Mr. Anderson gave an overview of the upcoming meetings and milestone events and concluded that staff's goal is to have a draft Plan available for public review by this time next year.

#### Citizen Comment Period

There were no citizen comments.

#### Adjournment

The meeting was adjourned at 6:41 p.m.