

Historic Yorktown Design Committee

Minutes

October 18, 2017
East Room
York Hall
301 Main Street
Yorktown, Virginia

Members Attending: Bill Cole, Chairman
Robert Andrade, Vice Chairman
Carolyn Weekley

Staff Attending: Earl W. Anderson, AICP

Mr. Cole called the meeting to order at 7:00 PM.

Mr. Cole acknowledged the presence of two Chischiak neighbors, Bill Taylor and Belinda Willis, who is also on the Chischiak architectural review board.

Minutes

The minutes of the September 20, 2017 meeting were approved unanimously.

New Business

None

Application

Application No. HYDC-135-17, L. Gary King, 115 Chischiak Drive

Mr. Anderson stated that this application, submitted by Gary and Gail King, seeks approval for the design of proposed renovations and additions to the existing structure on property located at 115 Chischiak Watch. The committee, at its May 17, 2017 meeting, approved multiple items that included replacing the existing sliding glass door on the first floor facing Ballard Street with a French door, removing the window on the second floor facing Ballard Street and installing a French door, removing windows on the first floor facing Ballard Street and installing three new windows, replacing the existing window in the kitchen, installing the removed front window on rear of home facing 114 Ballard Street,

adding two dormer windows one on each side of the structure, and installing a 2nd-story 96-square foot deck extending toward Ballard Street.

With this request the applicant has decided not to implement some of the previously approved items and, instead is now proposing the following alternative and additional renovations: adding a 240-square foot elevated ground floor deck on the Ballard Street side of the structure, adding a brick patio around the proposed deck with path to gate, removing the windows on the first floor facing Ballard Street and install new French doors with a transom and sidelights, replacing the existing sliding glass door on the first floor facing Ballard Street with a single door with a transom and sidelights, adding a new door to the garage, which will face toward Ballard Street, and replacing other existing windows.

Mr. Anderson continued stating that the proposed changes are fully consistent with the Design Guidelines and with the character of surrounding structures and the Historic Core. Staff believes that the proposed renovations will be visually appealing and that it merits approval. Accordingly, it is recommended that the Committee find the proposal consistent with the Guidelines and that the application be approved, subject to the following conditions:

1. The modifications shall be constructed in accordance with the exterior features depicted on the architectural renderings and with the supplementary information detailing proposed materials and colors presented with the application and received September 27, 2017.
2. A sample of the proposed paint to be used shall be approved by the York County Planning Division prior to commencement of painting.

Mr. Cole asked if there were any questions of staff. Hearing none, he asked the Kings if they had any comments.

Mrs. Gail King stated that they are looking at color samples from the Williamsburg Paint Collection and are specifically looking at white, taupe and possibly a green for the deck or some other traditional color that matches the house. She asked about making changes to the kitchen window and whether the committee would approve for her to keep it, to remove it, or replace it.

Mr. Andrade asked about the siding being used on the decks instead of pickets. He thought most of the decks had pickets.

Mrs. King stated that was what the committee asked that they use the last time they got approval, so they kept it in the new design.

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Mr. Taylor stated that many of the decks on the Ballard Street side use the siding and not pickets on their decks, plus the siding style would provide privacy for the homeowners.

Ms. Weekley asked about the location of the patio and the type and color of the proposed materials.

Mrs. King clarified the location of the patio using the submitted sketch plan and stated that they planned to use pervious paver stones of a white or brown color.

Mr. Anderson quoted from the section of the guidelines for Patios and Terraces, which states "Paving/surfacing materials should be compatible with existing walks and paths." Therefore, the patio would need to be consistent with the surrounding area and materials.

The committee looked at pictures of the surrounding area and the adjacent walkway, which consisted of a red brick. The committee felt the patio should reflect that which was in the surrounding area.

Mr. Cole stated that the Chischiak neighborhood is unique in Yorktown and has their own designs separate from the historic area, so if there were other examples of patios that differed from the guidelines, the committee may allow it to be different from the guidelines.

Mrs. King agreed to make the patio compatible with the existing red brick walkway. She asked about the kitchen window.

The committee discussed the window and how if replaced the window should match other windows in Chischiak. The committee looked at the Longoria plans and at Google Maps to see if there were other windows that could match. The home across the street at 116 Chischiak Watch had small four over four pane windows. The committee agreed to allow two four over four pane windows to replace the existing kitchen window.

There being no further discussion Mr. Andrade moved approval of the application for the design of the proposed renovations at 115 Chischiak Watch, subject to the following conditions:

1. The modifications shall be constructed in accordance with the exterior features depicted on the architectural renderings and with the

- supplementary information detailing proposed materials and colors presented with the application and received September 27, 2017.
2. A sample of the proposed paint to be used shall be approved by the York County Planning Division prior to commencement of painting.
 3. The material used to construct the patio shall be reddish in color consistent with other materials used in patios and paths in the Chischiak neighborhood.
 4. The kitchen window shall be left as is, or be removed and replaced with a wall, or be similar to the kitchen windows at 116 Chischiak Watch in a two window four over four style.

By voice vote, the motion was approved unanimously.

Old Business

None

Staff Reports

Mr. Anderson discussed administrative approvals that had been granted since the September meeting.

Committee Requests

None

There being no further business to come before the Committee, the meeting was adjourned at 8:03 pm.

Respectfully Submitted,

Earl W. Anderson, Secretary

Approved by HYDC: Earl W. Anderson



AGENDA ITEM NO. D.1

AT THE MEETING OF THE BOARD OF DIRECTORS OF THE WILLIAMSBURG AREA TRANSIT AUTHORITY (WATA), HELD ON THE 15th DAY OF NOVEMBER, 2017, AT 10:00 A.M. IN THE STRYKER CENTER, CITY COUNCIL CHAMBERS, 412 BOUNDARY STREET, WILLIAMSBURG, VIRGINIA 23185.

A. CALL TO ORDER

Vice-Chair Paul Holt called the November meeting of the WATA Board to order and requested Mr. Zach Trogdon, Executive Director, to call the roll.

B. ROLL CALL

Members of the Board Present:

- Mr. Paul Holt
- Mr. Kurt Reisweber
- Mr. Doug Powell
- Mr. Mark Carter
- Ms. Carolyn Murphy, Alternate, City of Williamsburg

Others Present:

- Mr. Steven Hennessee, DRPT
- Mr. Jeffrey Wiggins, JCC FMS
- Mr. Brent Haden, Pender & Coward
- Ms. Leslie Roberts, Dixon Hughes Goodman LLP

Staff Present:

- Mr. Zach Trogdon, Executive Director
- Mr. Josh Moore, Deputy Executive Director
- Ms. Amanda Martin, Operations Director
- Ms. Barbara Creel, Budget & Grants Administrator
- Ms. Maria Boone, Safety, Security & Training Coordinator
- Mr. Ben Goodill, Transit Planner
- Ms. Eva Hanna, Secretary

Absent:

- Mr. Andrew Trivette
- Mr. Bill Horacio, College of William & Mary

C. PUBLIC COMMENT

As no one from the public was present, Mr. Holt closed this section of the meeting.

D. BOARD MINUTES

- 1. Minutes – October 18, 2017**
- 2. Minutes – November 2, 2017 Board Retreat (A Continuation of the October 18, 2017 Board Meeting)**

Mr. Holt requested a motion for approval of the minutes from the October 18, 2017 meeting and the November 2, 2017 Board Retreat. Mr. Powell made the motion, with a second from Mr. Reisweber. The minutes were approved by a vote of 5-0.

E. REPORTS

- 1. FY 2017 Audit Report – Dixon Hughes Goodman LLP**

Mr. Trogon introduced Ms. Leslie Roberts of Dixon Hughes Goodman LLP who presented WATA's FY 2017 Audit Report. She stated the audit went well, was completed in the time allotted and, in the auditor's opinion, was a clean audit. Some overall highlights were:

- Capital assets increased \$1.4 million due to bus purchases
- Having 78% tied up in capital assets is typical for a transit authority
- Revenues are up with government funding
- No instances of non-compliance based on the required Federal and State government audit standards

Mr. Holt asked for a motion to accept the audit. Mr. Powell made the motion, with a second from Mr. Reisweber. The minutes were approved by a vote of 5-0. Mr. Holt then thanked Ms. Creel for her hard work on assisting with the audit.

2. Monthly Reports and Communications

a) Financial and Ridership Report

Mr. Trogon said the report was submitted as written. He added staff continues to refine the ridership numbers for accuracy.

b) Executive Director Report

Mr. Trogon said the report was submitted as written. He mentioned that a few procurements are in process and will be addressed soon. Mr. Moore said the Route 11 six-month report will be given in January.

F. UNFINISHED BUSINESS

1. The Colonial Williamsburg Bus Service Contract Renewal

Mr. Trogon said he has received the suggested changes and amendments from Pender & Coward and is giving them to the Board today. A major point is to renew the Bus Service Agreement before the current contract expires December 31, 2017, and to address the lease purchase option for CWF buses. The main amendment extends the Agreement to December 31, 2019 with automatic one (1) year renewal options. Mr. Haden added that five (5) separate contracts were condensed into two (2) and written so that if one contract is terminated the other is also terminated. Mr. Trogon stated that CWF is no longer interested in the purchase option.

Mr. Holt stated that no action is required today. The resolution will be on the December agenda to be voted on.

2. Procurement Policy Update, *Proposed Resolution#R18-12*

Mr. Trogon stated that James City County Purchasing asked WATA for an updated manual to remove unnecessary language and obligations. A revised memorandum was sent to the

Board yesterday (reference Agenda Item F.2 Revised). The main change being to increase the thresholds on purchases from \$10,000 to \$50,000 for Board approval. Mr. Trogdon added the \$50,000 limit is in line with other County departments and does not conflict with FTA guidance. Mr. Powell asked if Purchasing had hired an additional staff person as was discussed previously and Mr. Trogdon said that position had been filled.

There being no further discussion, Mr. Holt asked for a motion to approve the resolution. Mr. Powell made the motion with a second from Mr. Reisweber. The resolution was adopted by a Board vote of 5-0.

RESOLUTION #R18-12

WATA PROCUREMENT POLICY AND PROCEDURES MANUAL

WHEREAS, the Williamsburg Area Transit Authority (Authority) is a recipient of Federal Transit Administration (FTA) revenues and is required to meet FTA regulations and administrative procurement guidelines; and,

WHEREAS, the Procurement Policy and Procedures Manual adopted on March 15, 2017 has been reviewed and edited to ensure consistency and clarity in order for James City County Purchasing to provide procurement services for the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority does hereby adopt the WATA Procurement Policy and Procedures Manual dated November 15, 2017.

3. Purchasing Services MOU, Proposed Resolution #R18-13

There being no discussion, Mr. Holt asked for a motion to approve the resolution. Mr. Powell made the motion with a second from Mr. Reisweber. The resolution was adopted by a Board vote of 5-0.

RESOLUTION #R18-13

MEMORANDUM OF UNDERSTANDING FOR PROCUREMENT SERVICES

WHEREAS, the Williamsburg Area Transit Authority (Authority) is a recipient of Federal Transit Administration (FTA) revenues and is required to meet FTA regulations and administrative procurement guidelines; and,

WHEREAS, the Authority finds it would be beneficial for the James City County Purchasing Office to manage procurement functions on the behalf of the Authority; and,

WHEREAS, James City County finds that it can devote the resources to provide this service to the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority does hereby approve the Memorandum of Understanding for Procurement Services.

G. NEW BUSINESS

1. Bus Shelter Engineering, *Proposed Resolution #R18-14*

Mr. Trogdon stated negotiations were concluded in the last few days to identify a company to provide site engineering design services for the construction of bus shelters. This will allow WATA to complete the required steps to ensure that shelters will be placed in VDOT or locally owned right-of-way along with providing sufficient documentation to allow Invitations for Bid (IFB) to be advertised for the construction work. Mr. Trogdon added staff will come back to the Board when bids for construction are done.

There being no discussion, Mr. Holt asked for a motion to approve the resolution. Mr. Carter made the motion with a second from Mr. Powell. The resolution was adopted by a Board vote of 5-0.

RESOLUTION #R18-14

CONTRACT AWARD – BUS SHELTER ENGINEERING SERVICES

WHEREAS, a Request for Proposals (RFP) was publicly advertised for bus shelter cleaning, maintenance, and trash removal services on August 11, 2017; and

WHEREAS, the IFB was closed on September 13, 2017 at 2:00 PM and bids submitted in response to the RFP were opened and publicly read on September 13, 2017; and

WHEREAS, WATA Purchasing staff has reviewed the two (2) proposals submitted and determined that Timmons Group was determined to be the most responsive and responsible in order to meet the Authority's needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Williamsburg Area Transit Authority, awards the contract for RFP #18-11756 - Bus Shelter Engineering Services to the most responsive proposer, Timmons Group. The estimated base contract task is four (4) shelter engineering tasks in the first year, with a maximum of twelve (12) additional shelter engineering tasks in the following four (4) years.

2. FY 2019 Budget Presentation

Mr. Trogdon said this was initially presented at the Board Retreat. Ms. Creel then presented a PowerPoint outlining Funding Sources, Expenses and Revenues as hi-lighted below:

- The only CMAQ funding in FY 2019 is Route 11 - CMAQ funding for the Jamestown Route ends in January 2018 and funds will shift to Section 5307 funding
- Local funding requests will remain level
- The addition of one (1) additional full time Paratransit operator
- Maintenance costs are expected to decrease due to new buses coming on-line and lower fuel costs
- Some Capital Plan expenditures include CAD/AVL, Yorktown Trolley replacement

and repowering and fuel tank replacements for a portion of the CNG fleet.

Ms. Creel said the total operating budget is \$6,048,903 but may change slightly by January when the budget is brought before the Board for approval. She added that potential reclassifications of positions should be done within level funding.

At the conclusion of the presentation, Mr. Reisweber asked Ms. Creel to provide information on what the percentage of fixed maintenance costs are versus time and material, for a 12- month period.

H. BOARD REQUESTS

There were no Board requests.

Mr. Trogdon referenced the Local Cost Allocation Study he recently sent to the Board for them to review the language for the scope of work. He added he will reach out to Board members for updates. Discussion took place on the need to do this and it being overdue.

I. ADJOURNMENT

There being no further business, Mr. Holt asked for a motion to adjourn the November 15, 2017 meeting. Mr. Powell made the motion with a second by Mr. Reisweber. The motion passed by a Board vote of 5-0. The meeting was adjourned at 10:58 a.m.



Paul Holt
Vice-Chair

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