

# LANCASTER COUNTY PLANNING COMMISSION

## Minutes

**March 19, 2015**

The regularly scheduled meeting of the Lancaster County Planning Commission was called to order at 7:00 p.m. in the Board meeting room of the Lancaster County Administration Building, Lancaster, Virginia.

Present were Robert Smart, David Chupp, Glenn Pinn, Steve Sorensen and Ty Brent. David Jones and Tara Booth were absent.

Also present were William R. Lee, Board of Supervisors Representative, Don Gill, Planning/Land Use Director, John Mann, Director of Operations/Transportation, Lancaster Public Schools, Captain Martin Shirilla, Sheriff's Department, Audrey Thomasson, Rappahannock Record, Charlie and Anne Costello.

Mr. Gill stated that the Chairman and Vice-Chairman were not able to attend the meeting, so it was his suggestion that the most recent Chairman or Vice-Chairman conduct the meeting, which would be Mr. Smart. The members agreed by consensus.

Mr. Smart called the meeting to order and stated that the Commission had a quorum.

Mr. Smart asked if there were any corrections or additions to the minutes of the February 19, 2015 meeting.

Mr. Smart moved to approve the February 19, 2015 minutes as submitted.  
**VOTE: 5-0.**

### **CONSIDERATION ITEM #1**

#### **UPDATE TO THE CAPITAL IMPROVEMENT BUDGET – FY 2016-2020**

Mr. Smart asked Mr. Gill to present the issue.

Mr. Gill stated that the issue was the discussion of the FY 2016-2020 Capital Improvement Budget submitted in response to the budget call. He stated that, as in the past, he recommended that the Planning Commission review the requests item by item and prioritize overall, not by department.

Mr. Gill stated that the Planning Commission should be concerned with FY 2016 because the FY 2017-2020 items will be discussed again in upcoming years. He stated that, in the past, if the Commission felt like an item was not a necessity and did not belong in the current year, it moved the item to an outer year. He stated that a public hearing needed to be set for the April meeting concerning the Capital Improvement Budget.

Mr. Gill stated that, at last month's meeting, Mr. Lee had asked about the Solid Waste and Recycling request of the easy roll-off trailer and how much money had been spent on repairs of the current one and what the down time was. He stated that according to the Solid Waste Supervisor, Donald Brown, since July 2014 when he took over that position, there have been \$3091 in repairs and the down time added up to a week and a half.

Mr. Gill referred to a maintenance vehicle and stated that the itemized documentation only showed \$23,000 for the cost, but Mr. Cornwell had added a \$7200 snowplow to that request for a total of \$30,200.

Mr. Gill stated that Mr. Chupp had asked him about the last three items on the summary sheet. He referred to the first item, the public access sites, and stated that when the Board of Supervisors first considered borrowing additional money to fund additional capital improvement items, they earmarked an estimated \$1.5 million for public access sites. He stated that the summary sheet shows the figure of \$500,000 in FY 2016 and \$500,000 in FY 2017 and further stated that the first third of that figure has been or will be utilized this year. He stated that \$200,000 was used to purchase the thirty acres across from the VDOT building at Brookvale and the other \$300,000 will be used for the boat ramp at the Windmill Point Marina Basin.

Mr. Gill stated that the Greentown/Gaskins Road Sewer System Project has been going on for quite a while. He stated that the County had a USDA grant of approximately \$600,000 for that project and the Board of Supervisors anticipated that it would cost around one million dollars, so they added \$400,000 in the Capital Improvement Budget for that project. He stated that the figure has been pushed back to FY 2016 and FY 2017 because of the lengthy process involved with obtaining the many easements needed for the connection lines.

Mr. Gill referred to the last item on the summary sheet which is to replace the emergency communications radio system and equipment, and stated that those figures are a best guess as to what that system will eventually cost. He stated that estimate is around two million dollars. He stated that Northumberland County did a similar system a couple of years ago and their cost was just under one million dollars. He stated that there are some additional features that Lancaster may need that Northumberland did not. He stated that there was also a chance that Lancaster may be able to "piggyback" on Northumberland's contract to keep costs down, but that is unknown at the present time.

Mr. Gill stated that he could not be any more specific on those last three items, and the reason the numbers are broken down as listed is because Sands Anderson and

Davenport and Company asked that the County use three years for their capital improvement budget items when the County was obtaining financing.

Mr. Gill stated that the Board of Supervisors has borrowed \$7.2 million for capital improvement items and approximately \$1.37 million of those funds have been or will be utilized in FY 2015.

Mr. Gill stated that John Mann, Director of Operations/Transportation for the schools and Captain Martin Shirilla of the Sheriff's Department were in attendance if there were any questions of them. He stated that Emergency Services Chief, Terry McGregor was at a conference and could not attend, and stated that any questions he could not answer would be forwarded to Chief McGregor to provide answers at next month's meeting.

Mr. Smart referred to the Greentown/Gaskins Road project and asked if it tied into the Kilmarnock sewer system.

Mr. Gill replied no and that it was a separate land-based system.

Mr. Lee stated that the treatment plant is in, but the project still needs the piping to connect approximately 40 residences to the plant.

Mr. Smart asked if the USDA grant money had already been received for the project.

Mr. Gill replied that he did not know how much of that money had been received or spent to date.

Mr. Chupp referred to the emergency communications radio system and asked how urgent that situation was with the existing equipment.

Mr. Gill stated that Chief McGregor would be the one to answer that question, and then asked if Captain Shirilla could address the question.

Captain Shirilla stated that there are "dead spots" in the upper end of the County, in which the radio handsets become useless because nothing can be heard at the base station.

Mr. Chupp asked if it was a desperate problem.

Captain Shirilla stated yes, for both EMS and police operations.

Mr. Gill stated that Chief McGregor would be at next month's meeting to provide additional information on that request.

Mr. Smart stated that, as he understood it, the Commission should prioritize the FY 2016 items and prepare that for public hearing next month. He stated that there are thirteen items, but some may be pushed off until a later year, if deemed so.

Mr. Costello stated that he was not in attendance at last month's meeting. He referred to the \$2.5 million EMS building and asked why the former maternity center would not be appropriate for that purpose. He also asked about the foreclosure on that building.

Mr. Gill replied that foreclosure proceedings have not yet begun on the former maternity center to his knowledge.

Mr. Gill stated that the Board of Supervisors asked Chief McGregor to begin looking for estimates for building an EMS building on the Pinckardsville parcel, which was recently purchased by the County. He stated that what is being proposed is a 8100 square foot building with a bay that would house the county owned EMS vehicles. He stated that it would also include bunkrooms, showers, kitchen facilities, etc. for the 24-hour personnel. He stated that the building would also serve as the County's Emergency Operations Center. He stated that the proposed building would be able to withstand a category 2 hurricane and that may be part of the reason why the maternity center is not appropriate, but that Chief McGregor would have to address that particular issue. He stated that he knew that there were some Commission members that had some questions and concerns on this issue as well.

Mr. Chupp stated that the former maternity center did not have a garage facility.

Mr. Gill stated that there was probably no place to build a garage at the maternity center site, unless additional land was obtained.

Mr. Costello stated that it would be interesting to know what the outstanding loan balance on the maternity center was.

Mr. Smart stated that if the former maternity center was feasible, it would probably still need renovations.

Mr. Chupp asked Mr. Lee what the County had in mind for the 30-acre Pinckardsville parcel.

Mr. Lee replied that they have inquired about a study for the best use of the land, but they have not received those results yet.

Mr. Smart stated that the first item on his list was the HVAC system at the middle school. He stated that was the last phase of that project and it should be finished.

Mr. Smart asked about the administrative building renovations and stated that he thought those had already been completed.

Mr. Gill replied that the renovations listed on the summary sheet were for additional window replacements on the Treasurer and Commissioner of Revenue wing and upstairs.

Mr. Smart referred to the school security grant and stated that they needed to keep the students safe and it should be a high priority and the County needed to provide the matching funds for that. He referred to the school bus replacements and stated that those needed to stay on the one bus this year and 2 buses next year schedule or they would end up with a lot of old buses.

Mr. Smart referred to the emergency communications radio system and equipment and the Sheriff's Office computer network upgrade and stated that those concern public safety, which is important.

Captain Shirilla stated that he had been asked at the last meeting about the Microsoft Windows 7 software support for the Sheriff's Office's computers. He stated that support for Windows 7 is still available until April 15, 2015 and then after that, a support subscription would have to be purchased that would carry the support until 2020.

Captain Shirilla stated that he had also included in his hand-out, the list of equipment requirements for Microsoft Windows 10. He stated that his office is in the process of seeing which pieces of equipment will meet those specifications. He referred to the figure for the computer network upgrade of \$74,766 and stated that he wanted to leave it as is, but that the work may come in under that if some equipment did not have to be replaced.

Mr. Lee asked if there would be any compatibility issues with old workstations if the computer "backbone" is updated.

Captain Shirilla replied that there would be no compatibility issues as long as the workstations had the necessary requirements for Windows 10.

Mr. Gill asked if Captain Shirilla could have the information, on how many of the nineteen workstations' equipment would need replacing, by the April 16 meeting.

Captain Shirilla stated that he would work on it.

Mr. Smart stated that he would like to pair the purchase of the old community library with the renovations of that building. He stated that it would make little sense to procure the building and then not renovate it to put it to use. He stated that the building will eventually be used for preschool education.

Mr. Smart referred to the EMS building and stated that he thought it may need to be moved to FY 2017.

Mr. Brent agreed. He stated that the figure of \$250 per square foot seems too expensive.

Mr. Smart stated that he thought it needed more discussion and that the Commission needed more information on the proposed building.

Mr. Brent stated that he had done some research on these types of buildings and the range of \$100 to \$200 a square foot seemed more reasonable. He provided the Commission members with a handout to support his findings.

Mr. Chupp stated that he thought the decision on the EMS building should be delayed as well until more information could be gathered. He stated that he thought the costs should be compared to buying and renovating the maternity center.

Mr. Brent asked Mr. Gill if the Upper Lancaster Volunteer Fire Department building was built to withstand a Category 2 hurricane.

Mr. Gill replied no. He stated that it was built to withstand a Category 1 hurricane. He stated that the building is just over 10,000 square feet and the cost to build it in 2008 was approximately \$800,000.

Mr. Brent stated that that building cost was less than \$100 a square foot.

Mr. Lee stated that they needed to have Chief McGregor explain his request.

There was discussion on whether to move the EMS building to the bottom of the FY 2016 list or to FY 2017.

Mr. Chupp suggested leaving it in FY 2016, but at the bottom of the list to hopefully get public input at the public hearing next month. He stated that if the public saw it pushed back to FY 2017, they probably wouldn't provide any input until then.

After all discussion, the final prioritized list of Capital Improvement items for FY 2016 was:

- 1) School Security Grant Matching Funds - \$25,000
- 2) Replace Emergency Communications Radio System and Equipment - \$400,000
- 3) Sheriff's Office Computer Network Upgrade - \$74,766
- 4) Replace HVAC systems at LMS, last phase - \$50,000
- 5) Public Access Sites - \$500,000
- 6) One School Bus Replacement - \$89,000
- 7) Greentown/Gaskins Road Sewer System Project - \$200,000
- 8) County Administration Building Renovations - \$15,000
- 9) Purchase Old Community Library for Early Childhood Education- \$750,000
- 10) Renovate Old Community Library for Early Childhood Education- \$350,000
- 11) Solid Waste and Recycling EZ Roll-off Trailer - \$18,425

- 12) Maintenance Vehicle - \$30,200
- 13) Emergency Services Headquarters/Emergency Operations Center-\$2,500,000.

Mr. Smart stated that the Commission would be awaiting more information on the last item. He stated that 2.5 million for 8,100 square feet is over \$300 a square foot.

Mr. Gill stated that the estimate probably includes items that they are not aware of, such as required equipment. He stated that Chief McGregor would address those issues at next month's meeting.

Mr. Chupp made a motion to forward the Capital Improvement Budget-FY 2016-2020, as prioritized, to public hearing in April. **VOTE: 5-0.**

### **OTHER BUSINESS**

Mr. Gill stated that the future land use map in the Comprehensive Plan needed to be updated. He stated that the County attorney has recommended, with the addition of the proposed boat ramp at Windmill Point and the Pinckardsville site, that the future land use map be updated to reflect those and other public properties. He stated that the Commission will be seeing this at either the April or May meeting.

Mr. Gill stated that elections for the Planning Commission will be held at the May meeting. He also stated that since many budget work sessions and hearings are held by the Board of Supervisors in the month of June, the Planning Commission has recently not been meeting in that month. He stated that, if the chairman agrees, there probably would not be a June meeting unless something came up that required Planning Commission action.

### **ADJOURNMENT**

The March 19, 2015 regular meeting of the Lancaster County Planning Commission was adjourned at 8:00 p.m.