

LANCASTER COUNTY PLANNING COMMISSION

Minutes

March 20, 2014

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 David Jones, Chairman, Robert Smart, Vice Chairman, Tara Booth, David Chupp, Glenn Pinn, Ty Brent and Steve Sorensen.

Also present were William R. Lee, Board of Supervisors Representative, Don Gill, Planning/Land Use Director, Frank Pleva, County Administrator, Dr. Robert Westbrook, John Mann, Sandy Spears, Anne Costello, Charlie Costello, Jeffrey Haywood and others.

Mr. Jones asked if there were any corrections or additions to the minutes of the February 20, 2014 meeting.

Mr. Jones moved to approve the February 20, 2014 minutes as submitted.
VOTE: 7-0.

CONSIDERATION ITEM #1

UPDATE TO THE CAPITAL IMPROVEMENT BUDGET – FY 2015-2019

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

Mr. Gill stated that the issue was the discussion of the FY 2015-2019 Capital Improvement Budget submitted in response to the budget call. He stated that his recommendation was to review the requests item by item and prioritize overall, not by department.

Mr. Gill stated that a capital improvement item is defined as a real or personal property acquisition and/or improvement estimated to have a minimum cost of \$10,000 and a minimum useful life expectancy of five years. He stated that Section 15.2-2239 of the Code of Virginia directs the local planning commission to prepare and submit annual Capital Improvement Budgets to the Board of Supervisors. He stated that Commission members had received a summary cost sheet with supporting documentation in their packets.

Mr. Gill stated that there is one additional requested item that was not included in last month's summary. He stated that in June 2013, the Board of Supervisors added a public access category to the FY 2014 Capital Improvement Budget, after the Planning Commission had done its review, in case actual construction funding was needed in FY 2014 for an anticipated public access site within the county. He stated that it is now evident that the construction funding will not be needed until FY 2015, so it is appearing in this Capital Improvement Budget review. He stated that the request is based on estimates obtained from Bay Design Group for actual construction costs associated with a potential public access site within the county.

Mr. Gill stated that representatives from the departments submitting Capital Improvement Budget requests have been asked to attend the meeting to answer any questions and to date, no other supporting documentation has been provided. He stated that Chief McGregor could not attend the meeting. He stated that Chief McGregor's vehicle was involved in an accident and they are waiting for information regarding the insurance claim. He stated that staff believes that the Planning Commission's review should not be targeted toward meeting a set dollar figure, but rather determining the necessity of requested items and then prioritizing those accordingly. He stated that it is hoped that scrutiny at the Planning Commission level will make resulting approval by the Board of Supervisors an easier process that will clearly identify the priority of requests. He stated that the Capital Improvement Budget would need to be docketed for public hearing next month.

Mr. Smart referred to Chief McGregor's vehicle and asked if it was in service at the present time.

Mr. Gill replied that the vehicle is not drivable right now.

John Mann, Lancaster County Schools' Director of Operations, referred to their priority three, the preschool/alternative school classroom, and stated that it is his intent to ask the school board at their April meeting if it is still their wish to proceed with that idea. He stated that there has been some discussion about the possibility of the library building being an option for the schools.

Mr. Jones asked if that item should be considered a low priority.

Mr. Mann replied yes.

Mr. Brent referred to the public access site and asked if the money pertained to just the one site.

Mr. Gill replied that the money could be used for any access site, but that the figures were specific to the proposed site.

Mr. Smart asked where the grant funding was coming from in reference to the proposed access site.

Mr. Gill replied that Lancaster County has been approved for a \$100,000 grant from the Department of Game and Inland Fisheries. He stated that the grant period runs from April 1, 2014 until October 1, 2015.

Mr. Smart asked about the dredging contribution.

Mr. Gill replied that the anticipated dredging contribution is not in writing, but a verbal offer was made by Mr. Sowder to help with the dredging expense.

Mr. Chupp referred to the preschool/alternative school item and asked if the library is eventually purchased, is that not a year or two away from being usable. He asked if the item can wait that long.

Mr. Mann replied that there could be some rearranging done. He stated that September 2016 would be the earliest the library facility would be ready. He stated that they also do not want to put a building on a site and then remove it within a year and a half.

Mr. Jones asked about money being put into the Capital Improvement Budget for the acquisition of the library.

Mr. Gill stated that was possible. He further stated that the building may not be available right away, so it would probably be dealt with in a subsequent year.

Mr. Gill asked about the proposed preschool building as a lease option.

Mr. Mann replied that it does have a lease option that costs approximately \$1000 monthly with a \$7000 set up fee and a tear down fee of \$5000.

Mr. Jones asked the Commission what they thought would be the highest priority for the Capital Improvement Budget.

Mrs. Booth stated that the dispatch radio consoles were the Planning Commission's first priority the last time they were requested and the Board of Supervisors decided not to fund them, so she thought they should be number one again.

Mr. Gill stated that the dispatch radio consoles were prioritized number one in 2011.

Mr. Smart stated that his first priority item was the handicapped bathroom/shower at Lancaster Middle School.

Mr. Brent and Mr. Chupp stated that was their number one priority as well.

Mr. Pinn stated that he had the preschool/alternative school facility as number one, but since things have changed he thought the handicapped bathroom and shower should be number one.

It was decided that the handicapped bathroom/shower at Lancaster Middle School would be the Commission's number one priority item for the Capital Improvement Budget.

Mr. Chupp stated that his second priority item was the County Administration Building renovations. He stated that the building is in bad shape and an embarrassment.

Mr. Jones and Mrs. Booth stated that they thought the dispatch radio consoles should be number two.

Mr. Jones stated that if it was a high priority in 2011, it should still be a high priority now.

It was decided that the dispatch radio consoles would be priority number two for the Capital Improvement Budget.

It was decided that the County Administration Building's renovations would be priority number three for the Capital Improvement Budget.

Mr. Brent and Mr. Chupp had public access at number four.

Dr. Westbrook stated that he wanted to point out the need for rotation of the school buses with a purchase of one bus, one year and two buses the next year and so on.

Mr. Costello stated that his suggestion is to purchase one bus this year and two buses next year.

Mrs. Booth stated that she agreed.

Mr. Smart asked how many buses were purchased last year.

Mr. Mann replied none.

Mrs. Booth suggested putting one school bus at a high priority and the second school bus at a lower priority.

It was determined that one school bus would be priority number four on the Capital Improvement Budget.

It was determined that the public access site would be priority number five on the Capital Improvement Budget.

Mr. Smart stated that putting the public access site at number five shows that they are serious about the need for public access in the County.

Mr. Jones stated that the need for public access has been in the Comprehensive Plan for years. He stated that it had been a high priority of the citizens for at least ten years.

Mr. Smart stated that considering the fact that one of the EMS vehicles is not drivable, his suggestion for the sixth priority item would be a new EMS vehicle.

Everyone on the Commission agreed.

It was determined that the EMS vehicle would be priority number six on the Capital Improvement Budget.

Mr. Lee asked if there was a deadline for matching funds for the school security grant.

Mr. Mann replied that each year the school security grant is offered and the school is able to apply for up to \$100,000 and they have to provide 25% matching funds, if the grant is awarded. He stated that if the school only received a \$25,000 grant, then the matching funds amount would be \$6250.

Mr. Smart asked if Lancaster County competes equally with other counties for the grant or is the composite index rate or e-rate taken into consideration.

Mr. Mann replied that to his knowledge all localities compete equally for the grant.

Mrs. Booth asked if the grant was awarded, how long would the school system have to spend the grant money.

Mr. Mann replied by July 1, 2015.

Mr. Jones suggested that if the security grant matching funds item is a lower priority on the Planning Commission's list, the school could come back in front of the Board of Supervisors with a matching funds request if the grant is awarded.

Mr. Sorensen asked when Mr. Mann would know about the grant decision.

Mr. Mann replied that the grant is due in July.

Mr. Sorensen suggested that if the grant is awarded, the school wait until next budget cycle to ask for the matching funds.

Mr. Mann stated that the Board of Supervisors would be appropriating funds the last week in June, so that would only give them approximately four days to spend the money.

Mr. Gill asked if everything expended under the grant would be considered a capital improvement item.

Mr. Mann replied that they were thinking about fencing and security cameras.

Mrs. Booth asked if a \$100,000 grant was received and the County matched it with \$25,000, wouldn't only the \$25,000 have to go towards a capital improvement item or items.

Mr. Gill replied yes.

Mrs. Booth suggested that Mr. Gill present to the Board of Supervisors the information on the school security grant so they can be aware of that potential request, if the grant is awarded

Mr. Gill agreed.

Mr. Jones asked about the status of the HVAC system.

Mr. Mann replied that the bids are due on the HVAC system at the end of the month.

Mr. Jones asked if they are getting replaced in a timely manner.

Mr. Mann replied yes.

It was determined that priority number seven on the Capital Improvement Budget would be the HVAC replacements at Lancaster Middle School.

Sergeant Jeffrey Haywood of the Lancaster County Sheriff's Department stated that their second request is for the roof replacement for the Sheriff's Office. He stated that the roof has aged and has no roof vents or drip edges. He stated that some rot is starting to happen as well. He stated that 68 squares of shingles are needed for the job. He stated that the roof job may be able to be put off for a year, but they will need it soon. He stated that they need the dispatch radio consoles worse than they need the roof at the present time.

It was determined by the Planning Commission to put the Sheriff's Office roof replacement at priority number eight on the Capital Improvement Budget.

Mr. Jones asked if the Commission wanted to put the repair of the old jail and clerk's office at number nine.

Mr. Smart suggested the second school bus in the number nine slot.

Mrs. Booth agreed.

It was determined that the second school bus would be priority number nine on the Capital Improvement Budget.

Mr. Brent asked who submitted the old jail repair request.

Mr. Gill replied that the Mary Ball Washington Museum submits the request for that historic County building.

Mr. Jones stated that they would be sorry if the building goes into disrepair and that it is important to try to preserve it.

It was determined that the repair of the old jail and clerk's office would be priority number ten on the Capital Improvement Budget.

It was determined that the school security grant matching funds item be priority number eleven on the Capital Improvement Budget.

Mr. Jones read the list of items in order. They were: 1) Handicapped bathroom/shower at Lancaster Middle School, 2) Two dispatch radio consoles, 3) County Administration Building renovations, 4) One school bus, 5) Public access site, 6) EMS vehicle replacement, 7) Next phase of the HVAC replacement at Lancaster Middle School, 8) Sheriff's Office roof replacement, 9) Second school bus, 10) Repair of the old jail and clerk's office and 11) Matching funds for a school security grant.

Mr. Gill asked what the Commission wanted to do with the preschool/alternative school facility request.

The consensus of the Planning Commission was to move the request to FY 2016.

Mr. Pleva stated that the public access site may be moved up by the Board. He stated that it has been a priority in the County for at least ten years. He stated that the land has been donated and a \$100,000 grant has been awarded for the purpose of the site.

Mr. Smart made a motion to forward the prioritized list of Capital Improvement Budget items to public hearing at next month's meeting. **VOTE: 7-0.**

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The March 20, 2014 regular meeting of the Lancaster County Planning Commission was adjourned at 7:45 p.m.