

COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
May 26, 2015

The Henrico County Board of Supervisors convened a special meeting on Tuesday, May 26, 2015, at 5:00 p.m., in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

Members of the Board Present:

Frank J. Thornton, Chairman, Fairfield District
Tyrone E. Nelson, Vice Chairman, Varina District
Richard W. Glover, Brookland District
David A. Kaechele, Three Chopt District
Patricia S. O'Bannon, Tuckahoe District

Other Officials Present:

John A. Vithoukas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Joseph T. (Tom) Tokarz II, Deputy County Attorney
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, Deputy Clerk to the Board/Administrative Assistant
Joseph A. Casey, Ph.D., Deputy County Manager for Administration
Jane D. Crawley, Deputy County Manager for Community Services
Timothy A. Foster, P.E., Deputy County Manager for Community Operations
Tamra R. McKinney, Director of Public Relations & Media Services

Mr. Thornton called the meeting to order at 5:01 p.m.

Mr. Vithoukas briefly referred to the items listed on the agenda. He asked for the Board's indulgence in adding a closed meeting item that would be presented by Mr. Foster prior to discussion of the other items.

On motion by Mr. Glover, seconded by Mr. Kaechele, the Board approved going into a Closed Meeting at 5:03 p.m. for Discussion and Consideration of the Acquisition of Real Property in the Varina Magisterial District for Public Purpose Relating to Recreation, Pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, as Amended.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Frank J. Thornton	
Tyrone E. Nelson	
Richard W. Glover	
David A. Kaechele	
Patricia S. O'Bannon	

On motion of Mr. Glover, seconded by Mr. Nelson, the Board approved going out of the Closed Meeting at 5:23 p.m.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Frank J. Thornton	
Tyrone E. Nelson	
Richard W. Glover	
David A. Kaechele	
Patricia S. O'Bannon	

On motion of Mr. Kaechele, seconded by Mrs. O'Bannon, the Board approved the attached Certificate of Closed Meeting.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Frank J. Thornton	
Tyrone E. Nelson	
Richard W. Glover	
David A. Kaechele	
Patricia S. O'Bannon	

Proposed Amendment to Permit Fees for Alterations and Additions to Single-Family Dwellings

Mr. Vitoulkas introduced this item by noting building permit fee increases adopted by the Board in 2013 inadvertently resulted in the cost of permits for high end renovations and additions exceeding the cost of a permit to build a new single-family home. He recognized Greg Revels, Building Official, who narrated a slide presentation on this item. Mr. Revels reminded the Board that it adopted a comprehensive package of fee increases on April 23, 2013, which became effective on October 1, 2013. The 2013 fee increase set the new home permit fee at a flat rate of \$680 and replaced a formula that produced varying, but lower permit costs. Although the new fees were designed to be lower than the cost of the same permits in neighboring localities, the average formula-based cost of permits for renovations and additions worth \$100,000 has climbed

to over \$1,000. Mr. Revels pointed out these projects affect only a small number of homeowners.

During his presentation, Mr. Revels reviewed tables and graphs comparing the County's residential building permit fees with those in other localities in the region and documenting multi-year trends in the number and value of building permits issued by the County. He explained a proposed amendment to section 6-3(g)(2) of the County Code that would cap the permit fee for additions and alternations to existing single-family dwellings at \$680, the fee currently charged for a new single-family home. He concluded his presentation by outlining a proposed ordinance amendment schedule that would include a public hearing by the Board on July 14. If approved, the ordinance would take effect on August 1. In response to a question from Mr. Kaechele, Mr. Revels clarified that an alteration involves work within the existing square footage of a home whereas an addition increases the home's square footage. Mr. Thornton characterized the proposed ordinance as efficacious.

The Board recessed for dinner at 5:38 p.m. and reconvened at 5:45 p.m.

Henrico County Website Update

Mr. Vithoukas introduced this item by noting the need to update the look and feel of the County's website on a periodic basis as traffic on the site continues to increase. He recognized Jonathan Lumpkin, the Department of Information Technology's project leader for web development, who narrated a slide presentation on this item. Mr. Lumpkin pointed out the County's website has gone through five major revisions since it was originally developed in the mid-1990s. The current project represents the largest structural change ever made to the site. Mr. Lumpkin reviewed changes to the front page of the site that have occurred over the years and identified the site's current constraints, which include an unintuitive layout that is department centric, a confusing flow of content, and difficulty in translating to mobile devices. He also addressed usage trends and statistics, means for users to provide feedback, ongoing improvements, movement to a new platform and publishing system that will enhance translation to mobile devices, organization of the site based on how the user thinks, a newly formatted events calendar, and new web pages that focus on County services rather than departments.

At the conclusion of his presentation, Mr. Lumpkin clarified for Mr. Glover that the font size for the site will be 14-point text. In response to questions from Mrs. O'Bannon, he elaborated on the site's services view that will highlight services by categories and not just departments.

Update on Various Federal Highway Safety Improvement Program Projects

Mr. Vithoukas noted the Board would be considering the approval of six federal highway safety improvement intersection projects at its 7:00 p.m. meeting. He recognized Steve Yob, Director of Public Works, who narrated a slide presentation on this item. Mr. Yob reviewed a map depicting the locations of these projects and showed aerial photographs highlighting the proposed improvements. He also explained funding for each of the projects, four of which will be fully funded by the federal Highway Safety Improvement Program (HSIP) through Virginia Department of Transportation (VDOT) reimbursements. Approximately 60 percent of the costs

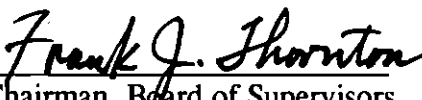
of the other two projects will be reimbursed by VDOT from federal HSIP funds, with the remainder funded by the County from its Capital Projects Fund. The six projects addressed by Mr. Yob in his presentation include the following intersections: Parham Road and Three Chopt (Tuckahoe and Three Chopt Districts), Parham Road and Shrader Road (Brookland District), Parham Road and Ackley Avenue (Brookland and Fairfield Districts), Parham Road and Woodman Road (Brookland and Fairfield Districts), Parham Road and Villa Park Drive (Fairfield District), and Laburnum Avenue and Darbytown Road (Varina District).

During his presentation, Mr. Yob responded to questions from Mr. Glover regarding specific improvements planned for the two projects located in both the Brookland and Fairfield Districts. Following his presentation, Mr. Yob addressed further questions from the Board. In response to questions from Mr. Thornton and Mrs. O'Bannon, Mr. Yob elaborated on the installation of battery packs at certain intersections that will reduce or eliminate the need for police officers to direct traffic during power outages. He called the Board's attention to a spreadsheet distributed by staff that provided a breakdown of costs and funding sources for each project. He noted these projects, if approved by the Board, will be the first undertaken by the County to use HSIP funds. Mr. Foster advised the Board that staff intends to apply for HSIP funding for additional projects the County plans to undertake in the future.

Regular Meeting Agenda Items

Mr. Vithoukas reviewed the agenda for the 7:00 p.m. meeting, which included one public hearing item and four general agenda items. Mr. Yob responded to a question from Mrs. O'Bannon regarding the resolution that would award a construction contract for valve repair at three County dams (Pump Road, Cox Road, and Wyndham). He explained the purpose of the valves, which are used to drawn down water in certain situations. Mr. Yob also responded to a question from Mr. Kaechele relating to the control of gates that are used at the dams.

There being no further business, the meeting was adjourned at 6:23 p.m.


Chairman, Board of Supervisors
Henrico County, Virginia