

Crozet Community Advisory Council – Minutes – Draft
Wednesday, November 19, 2014 from 7:00 p.m. to 9:00 p.m.
Crozet Public Library, Crozet

CCAC members present: Meg Holden (Chair), Jennie More (Vice Chair), George Barlow, Mary Gallo, Beth Bassett, Dave Stoner, Brenda Plantz, Phil Best, Kim Connolly, John Savage, Jon McKeon, Alice Marshall, Susan Munson, Tom Loach (Planning Commission), Ann Mallek (Board of Supervisors)

CCAC members absent: Kim Guenther, Leslie Burns

Public attendees: Mike Marshall, Lee Catlin, LJ Lopez, Trevor Henry, Frank Stoner, Brian Wheeler, Jennie Moody, Mac Lafferty, Emily Kilroy, Bill Schrader, Jim Duncan, Meg West, Alice Lucan, Jenny Martin, Lee Mullen, Rob Mckowskin, Sarah Christopherson, Rich Pleasants, Tim Tolson, Karl Pomeroy, Kathleen Mistry, Minal Mistry

Chair Meg Holden called the meeting to order at 7:01 p.m.

1. Agenda Review (Meg Holden – CCAC chair): Meg Holden welcomed our visitors, distributed the agenda and reviewed it with the Council, and welcomed any additions. Kim Connolly distributed information about the CCAC including its vision statement and guiding principles. Bill Schrader noted that there is some additional guidance information that has been adopted by the CCAC and he would bring that to the next meeting. Meg reviewed the vision statement with the Council.

2. Approval of Minutes from the August 21, 2014 and September 17, 2014 meetings: John moved to accept the minutes of the August 21, 2014 meeting as presented, seconded by Phil, and the minutes of the August 21, 2014 meeting were approved by vote of the Council, subject to any corrections given to the Secretary within a week from today. Phil moved to accept the minutes of the September 17, 2014 meeting as presented, seconded by John, and the minutes of the September 17, 2014 meeting were approved by vote of the Council, subject to any corrections given to the Secretary within a week from today. Meg noted (and the minutes reflect) that the discussion session held on October 2, 2014 regarding community development corporations was requested by the CCAC as a whole, and that Ann Mallek and Frank Stoner helped to facilitate the meeting by bringing in an expert to lead the discussion.

3. Project Updates/Information:

- Meg introduced Emily Kilroy, the new Community Engagement Specialist for Albemarle County, who will serve as a liaison for the CCAC to the County. Meg also welcomed our new CCAC members, Lisa Marshall, Jon McKeon and Susan Munson.

- Streetscape updates/issues and celebration, safe walks to school, Harris-Teeter crossing: Trevor Henry updated the Council on the status of several projects, and distributed the attached materials. The streetscape is now substantially complete and the celebration will be held tomorrow, beginning at Mudhouse. Three pages of punchlist items remain for the

contractor to complete (also attached), with December 14 set as the final completion date. Flag mounts for the light poles are not on the punchlist due to budget constraints, but there remains \$180 in contingency funds and if some of the allowances for the project come in lower than expected, there may be more money for these. If the community wants to fundraise for the brackets, we should coordinate with the General Services office. If there are funds left over at the end, Ann said the matter would come back for discussion. There will be a County representative to supervise the cutting and patching on the street, and VDOT will inspect.

Trevor reported that the Safe Routes to School was bid a year ago, but the estimates came in over 10% higher than budget, and so the project was rebid and the bids will be opened tomorrow. He will get the word out as to the selected bid and expects the contracting phase to take a month, with notice to proceed to be issued in January. The completion date will depend on the weather. The project includes sidewalks, crosswalk, curb and gutter. Because of different funding sources, the project is actually to be done in two phases (in fact separate projects), the latter of which is linked to a project at Pantops with the same funding source. The Safe Routes phase will have started at the time the second phase goes to bid, but it will all actually seem like just one project.

The anticipated work on Route 250 near the Harris-Teeter is a longer-term revenue sharing project, but they have received good news from VDOT in that there is some Meadow Creek Parkway money coming back to the County, and so this will fund the project. The design phase will take most of 2015, followed by hearings, right-of-way acquisition, etc. VDOT has agreed to re-stripe the road and that work is scheduled to happen during the winter or early spring. They plan to stripe discrete turning lanes and if this doesn't work, they will use flexible delineators. Note that the re-striping is an interim step before the larger project. Trevor will let us know when the traffic study starts. Lastly, questions were asked about repaving Route 240 where recent work has been done, and Trevor said that the project cannot be accepted until that happens. Commenters endorsed the project but wanted to be sure repaving is in the plan.

- Update on Barnes Lumber closing – Frank Stoner: Mr. Stoner reported that most of the surveying, title and other pre-closing work is done and they hope to close the purchase of the property around or after year-end. He wants to work with the CCAC to get “from vision to plan.” They are not going to force the rezoning now; there are enough issues and everyone needs to be on the same page, “There needs to be a ‘we’.” This work will be done in the new year. Jennie noted that we do have a list of factors that the CCAC would like to see addressed to show that the project is consistent with the Master Plan. When he gets to the next point in the project, he will revisit that process and will talk with the Council about our vision and the Master Plan. Mr. Stoner wants to see what we can agree to and move forward. It was noted that residential development is needed to help pay for the road work, and he also has the plaza and affordable housing needs to resolve. He noted that the tract is only twenty acres, and so it will not be possible to have everything that everyone wants. Mr. Stoner said that he thinks our respective visions are not that far apart, and we need to look for mutual vision. Mr. Stoner was asked if it would be possible to show a model of the development plan, and he responded that he does not have a model shop but they can do a lot with computer modeling and this would be helpful. A comment was made about efforts to police and clean up the area during the interim, to improve its general appearance. It was noted that the tract has been a staging area for the Streetscape

project (and enabled that project to proceed more rapidly), and these materials will be removed soon. The timing for the removal of concrete pads and buildings is less clear and will probably be coordinated with construction activity on the property. It was asked that they keep the property as clean as they can next to the Square. Meg asked about the possibility of having a hotel on the site and Mr. Stoner said that this is still a possibility, but if built, it would be smaller, perhaps thirty rooms rather than sixty. He said that there is an experienced person who is looking into possibly operating a hotel there. Dave asked about Mr. Stoner's sense of timing to resume the Special Use Permit process and Mr. Stoner said that this depends resolution of other significant issues such as a long term parking plan, which would provide some certainty for occupants of the development. A traffic plan also needs to be developed, which he hopes will include a connection under the railroad track. These and other issues need to be studied before the development proceeds far. When there has been progress on these issues, then they would move toward rezoning, and it is possible that they would not rezone the whole tract. It was asked that they begin with the area near the Square first. He hoped to get a small group together and look at this further, then work toward the rezoning.

- Discussion of community development corporation presentation and brainstorm development issues and ideas per Meg's recent email from Dave Stoner: Meg said that the CCAC must determine how it can best be involved. Is a CDC needed? It was noted that the key role for a CDC is to protect the vision for Crozet, and it would serve as an oversight group to make sure the Master Plan is implemented. It would direct growth toward that vision. Is this something the CCAC can do? The work involved may be more than a group like this can produce. Kim Connolly noted that because of FOIA, it is not possible to have meetings with more than two people unless the meeting is formally noticed, minutes taken, and other procedures followed. Because any subset of the CCAC is still appointed by the Board of Supervisors, FOIA would still apply. It was noted that these formalities are not that difficult to follow. Lee recommended that the CCAC do what it thinks best and not to let noticing and other open meeting requirements be a barrier. Ann said that such a group could work with the County to seek grant funding. Kim C. said that we are not talking about forming a CDC, but perhaps the CCAC to pick up some parts of that role. It was noted that a CDC is a 501(c)(3) organization and would be complex to administer. Dave recommended that the CCAC decide what needs to be done, and then decide whether the work can be done by the CCAC, a new organization like a CDC, or the County. Which would be the right vehicle? Phil noted that being a CDC may change the nature of the group. The Council then discussed whether to initiate the process of forming a CDC, or having the County do that economic development role. It was agreed that this would require more thought, and the general philosophy of the CCAC's role was discussed. Do we review the plans brought to us (as a reactive body), or have a more active role? Who is going to do this work? A subcommittee, committee of the whole, or a group of interested citizens? Do we lead this process or react to what the developer sends to us? Ann said that the other CACs have been most successful when they have worked with the applicant before a plan is submitted to the County. Lee liked the idea that the CCAC wanted to work on economic development with the County to determine what is best for the County. There are general considerations to address, such as the appropriate job mix for Crozet. There are changes afoot (sale of Music Today, and the Acme Records site being back on line in 2016), so what do we want to see here? What can the Crozet market support? What does the Crozet market have that businesses want? What impacts are acceptable to the community? Bill Schrader noted risks

with a group outside the CCAC developing a plan without the CCAC's input or oversight. It was recommended that people from the CCAC participate on teams that meet with potential new businesses for the area. Ann supported the idea of a committee of the whole to work on this issue, and the group would need to meet with county staff to start this process. Mike Marshall supports the idea of a committee of the whole to do this work, rather than using subcommittees with different degrees of information. However it will be difficult for a larger group to meet as frequently as may need to occur. It may be possible to assign one or more ombudsmen that are charged with working on this. What can we do to make ourselves smarter so that even if we are reactive, we have better resources leading to better decisions? There are uses that we support (such as a hotel), but do they make sense? For the plaza area, we will need civic input to inform the work that the developer does. It was agreed that this discussion needs to continue.

- Wind energy business update and overview – Rich Pleasants: Mr. Pleasants started the conversation by noting that he has a business that would like to locate to downtown Crozet. Of the CCAC's Guiding Principles (see Chapter 2 of the Crozet Master Plan), he said that as a business owner, he focuses on the following:

1. Existing neighborhoods and the Downtown area will be preserved; new or infill development will be appropriate in scale and type to these existing growth patterns.
2. Multiple transportation options and multimodal infrastructure will be provided to support access throughout the community. Pedestrian and bicycle options should be provided for as alternative transportation choices.
4. Locally grown businesses are supported for their contributions in providing both jobs and an enhanced quality of life for residents.

It helps prospective businesses to know how the community intends to accomplish these. As a community, we need to determine what types of businesses we wish to seek, what we need to do to attract them, and focus on our outward perception. The CCAC might have a role in attracting these businesses, and perhaps send an ombudsman to talk to a business about coming here, and the ombudsman could report back to the group. As for his company, Mr. Pleasants said that they will make a decision in the next three weeks whether to build their manufacturing facility here. Regardless of that decision, he has decided to locate their renewable energy academy here and they are currently looking at the old depot site or perhaps some of the downstairs space in the library. He noted that there are several possibilities in Crozet for the manufacturing operation, including the Acme site and others. He likes the housing and income mix here. For attracting employers, he recommended that we adopt an "outside-in" approach, and not "inside-out." He is aware of four or five businesses that are considering locating here. He is developing a strategic alliance with Training 4 Good to work with him on the academy, which will have online courses and train-the-trainer courses. A press release will come out soon. It would be helpful to the CCAC to have the perspective of business owners who will be employing people. A question was asked about his interest in shipping by rail, and Mr. Pleasants said that the railroad is an attractive feature here and in other sites. He said that we need to focus on agility, and remember that perception is reality. He noted that he will need 8,000 square feet and would like to use an existing building if possible. Some communities have been more willing than others to help locate existing buildings. His investors have raised \$5.9 million for the project, which could

employ up to 200 people. He continues to talk with Mr. Stoner, Buckingham Branch and CSX about locating in downtown Crozet. His needs include the workforce and property for the site, and he said that the decision is not so much tax-driven because of government incentives for the business.

4. Items not listed on the Agenda: None.

5. Announcements: Lee said that requests for proposals will go out in the next week for the old train depot and for the other first floor space in Library. The County is still looking at the library's first floor for a visitor center, but it would likely use the foyer and lobby instead of one of the business spaces. Tim said that the Crozet Community Association will meet on December 11 and discuss these issues.

6. Future Agenda Items: Send any future agenda items to Meg, and be thinking about ombudsman roles for CCAC members.

The meeting adjourned at 8:54 p.m.

George Barlow
Secretary

DESTINATION DOWNTOWN CROZET

19 November 2014

Update on Crozet Projects



Crozet Projects Status – 19 Nov 2014

DOWNTOWN CROZET STREETSCAPE PROJECT PHASE 2A - MAIN STREET & ALLEY IMPROVEMENTS

Preserving the Colorful History of Crozet...Now and Forever



TO THE DOWNTOWN STORMWATER MANAGEMENT PROJECT

CROZET AVENUE STREETSCAPE IMPROVEMENTS

ALLEY IMPROVEMENTS

NEW MAIN STREET STREETSCAPE IMPROVEMENTS

NEW CROZET LIBRARY

- LEGEND**
- Benches
 - Decorative Street Lights
 - Green Space/Biofilters
 - Concrete Sidewalk/Driveways
 - Proposed Tree
 - Brick Pavers
 - Retaining Wall with Rock Veneer Finish
 - Proposed R/W Line
 - Proposed Planted Median

Crozet Avenue Phase II Propose

SCALE: 1" = 20' 0"

DATE: DECEMBER 2017





Crozet Projects Status – 19 Nov 2014



FACILITIES
DEVELOPMENT



➤ “Streetscape” Project:

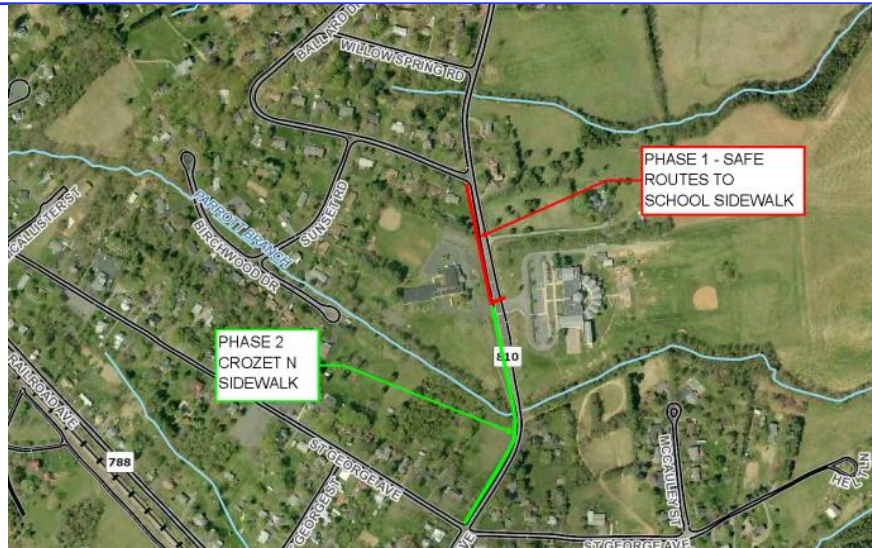
- Substantial Completion was issued on November 14, 2014.
- Dedication Ceremony, Nov 20th, noon at Mudhouse, 12:30 program starting in front of Library
- A punch list was issued to the contractor on November 14th. The contractor has 30 days to complete the items on the punch list.
- Final Completion is scheduled for December 14th, 2014.
- The Punch List includes (this is an abbreviated list):
 - Clean tire marks off on sidewalk in front of the Mountainside building.
 - Raise valve box located in paver crosswalk in front of the Blue Goose Bldg.
 - Repair cracked curbing throughout.
 - Seed/Straw bare areas throughout.
 - Replace broken pavers in crosswalks.
 - Provide video inspection of all stormwater piping.
 - Provide record drawings.



Crozet Projects Status – 19 Nov 2014



FACILITIES
DEVELOPMENT



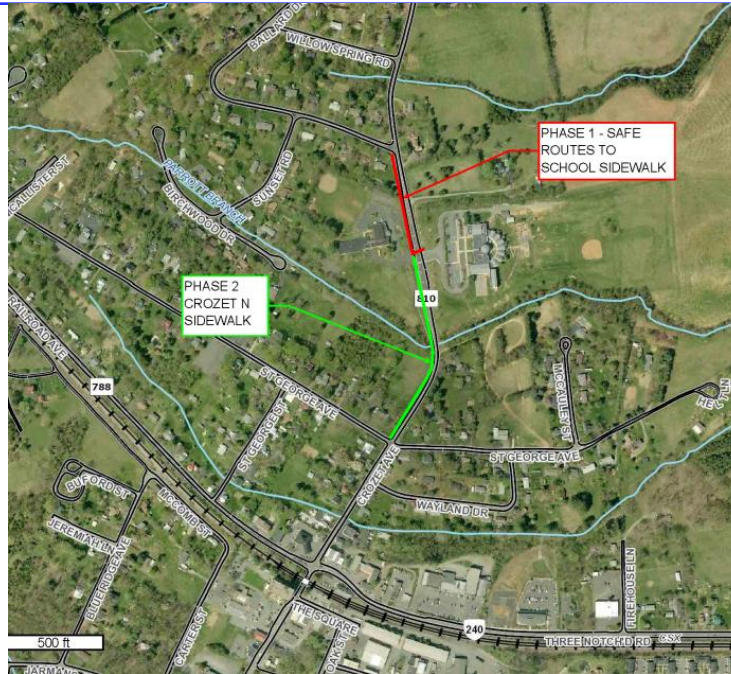
- **“Crozet Avenue North – Safe Routes to School (SRTS)” Project:**
- Project will provide new curb and sidewalk on west side of Rte 810 from Ballard Drive to the Field School (Old Crozet School) entrance with a “Cross Alert” pedestrian crossing to the Crozet Elementary School.
 - Project was redesigned; Request for bids re-advertised Oct 24th
 - Bid opening is Nov 20th
 - Contract award approved by VDOT and NTP expected by January 2015 (assumes within funding authority).
 - Construction to be substantially complete by May 2015.



Crozet Projects Status – 19 Nov 2014



FACILITIES
DEVELOPMENT



➤ “Crozet Avenue North – Revenue Sharing” Project:

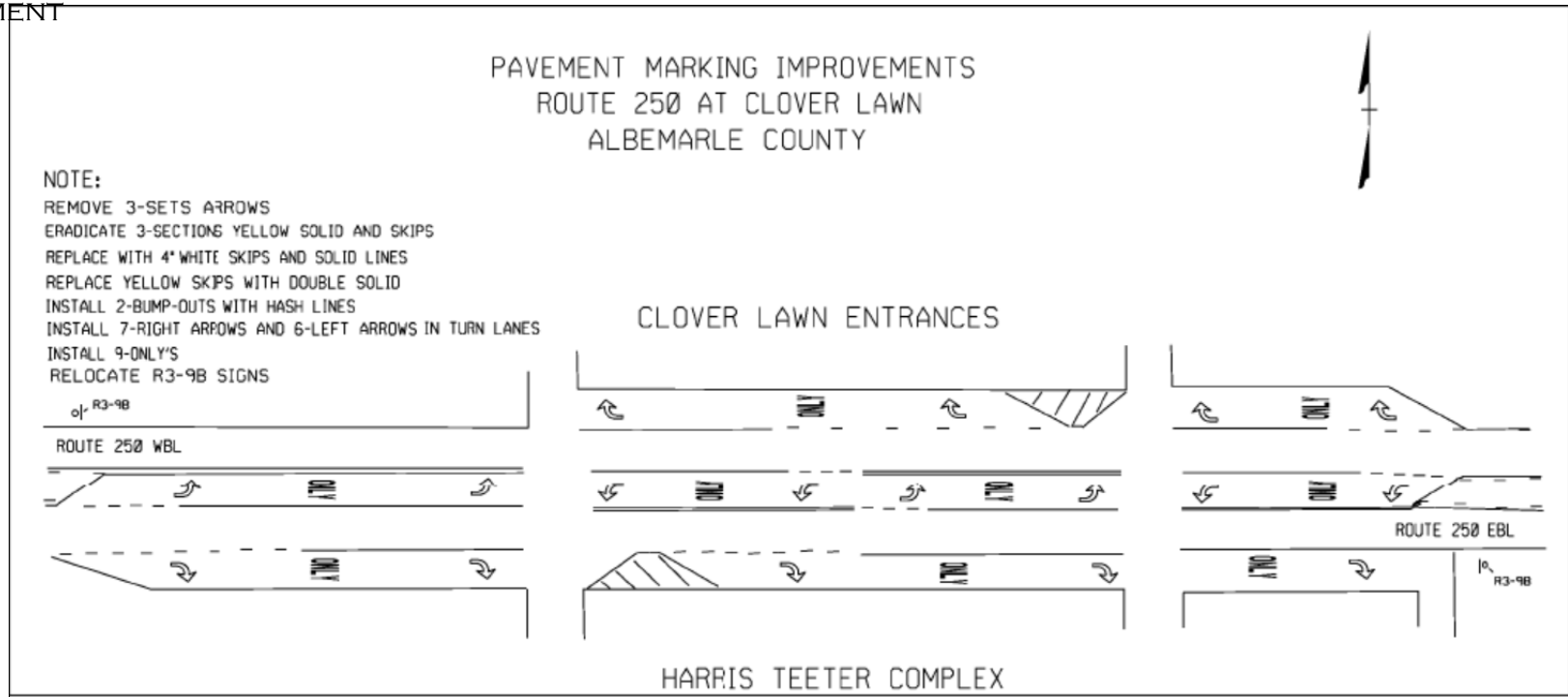
- Project will provide new sidewalk on west side of Rte 810 from St George Avenue to Crozet Elementary School; Currently funded as a VDOT Revenue Sharing project with the South Pantops / State Farm Boulevard project.
 - The Right-of-way & easement acquisitions are completed for this project; anticipate South Pantops / State Farm Blvd acquisitions to be complete by Dec '14 / Jan '15.
 - Project will be split from the State Farm sidewalk if acquisitions extend past Dec '14 deadline.
 - Advertise, VDOT approval to award contract, and NTP First Quarter 2015.
 - ~4 months of construction, the intent is to overlap this work with the SRTS project.



Crozet Projects Status – 19 Nov 2014



FACILITIES
DEVELOPMENT



- **“Pavement Marking/Flashing Beacon Request Route 250/Clover Lawn” VDOT Project:**
 - Purpose is to provide interim safety improvements while the Revenue Sharing Sidewalk/Pedestrian Crossing project progresses through design & right-of-way phases
 - Joel DeNunzio (VDOT) requested Traffic Division to proceed with lane & traffic marking changes. Painting not anticipated until spring due to complications with VDOT’s Painting contract. State forces are trying to address some painting needs. Joel is designating this as the priority project in Albemarle County.

ENGINEER'S CERTIFICATE OF SUBSTANTIAL COMPLETION

Date: November 14, 2014

County of Albemarle, Virginia
c/o Office of Facilities Development
401 McIntire Road, Room 228
Charlottesville, Virginia 22902-4596

Project Title: Downtown Crozet Streetscape Project, Phase 2

IFB No.: 2014-10163-18

In accordance with the requirements of the Contract Between Owner and Architect/Engineer and based upon the knowledge gained in the performance of the architectural/engineering services provided in said Contract and the reports of the Owner's Inspection and Testing entities, the undersigned Architect/Engineer states that the following portions of the project named above are substantially complete in accordance with the requirements of the Contract Documents and are recommended for use of their intended purpose, except those items listed below (*indicate portions which are not ready for use and, if applicable, occupancy*):

Paver crosswalk in roadway

All applicable tests, certificates and regulatory inspections required by the Contract Documents and any local, state or federal regulations have been performed with respect to the substantially completed portions of the project and the Owner has been provided with a copy of each report, except for those items identified on the attached list.

A tentative list of unfinished Work and defective Work, referred to as the "punch list," is attached hereto. The list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by the Contractor within 30 days of the above date of Substantial Completion.

Kimley-Horn
(A/E Firm Name)

By:  _____

Print Name: Brian McPeters, PE

Title: Project Manager

Attachment: Substantial Completion Inspection Corrective Items (a.k.a. Punch List)



Kimley»Horn



Downtown Crozet Streetscape Project, Ph. 2

Crozet, VA

VDOT Proj. EN04-002-126, C-501

IFB# 2014-10163-18

Substantial Completion Inspection Corrective Items (a.k.a. Punch List)

■
1700 Willow Lawn Drive
Suite 200
Richmond, Virginia
23230

Date: November 4, 2014 Substantial Completion Inspection

Attendees: Dennis Seale (VDOT), Tracy Elliott (VDOT), Jim Critzer (LINCO), Guy Wright (LINCO), Jon Painter (LINCO), Tim McLearn (AMT), Brian McPeters (Kimley-Horn), Frank Pohl (County), Elizabeth Jones (County), Snoddy Electric, Toro Concrete.

- Provide Video Inspection of all storm sewer installed on the project per VDOT specifications and test methods.
- Backfill with topsoil, seed and stabilize settled areas in roadside ditch and yard along the Chiles property south of Tabor Street.
- Install replacement fence on Dagner property. The Contractor shall coordinate type and location of fence with County and property owner.
- Seed and install E&S matting along side of new Dagner driveway.
- Repair crack in curb near CG-12 at 103+30 RT (SE quadrant of intersection of Crozet and Tabor).
- Repair and/or add missing saw-cut pattern in sidewalk at 106+50 LT +/-
- Repair crack along bio-filter curb wall near structure 14-10. Grind joint and fill with ARDEX concrete patch.
- Remove plastic wrap from base of light poles.
- Remove excess concrete splashing on all light pole bases throughout project.
- Clean off equipment tire tracks from sidewalk in plaza and at CUMC.
- Finish bolting down all street furniture in its agreed upon location. Trash cans and bench at south corner of Library not completed.
- Clean-up concrete splashing at Biofilter H sidewalk side.
- Buff and paint scratches on all light poles.
- Add black epoxy (as specified on light pole detail) to base of light pole near 111+60 LT +/-, 110+10 +/- RT.
- Clean concrete splatter off signal cabinet light pole at the Square intersection.
- Add seeding and stabilization behind new curb at the Alley and State Farm parcel.
- Plumb and secure mailbox in front of State Farm parcel.



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- Add downspout leader from downspout to alley pavement at the corner of the State Farm building.
- Remove concrete splatter from Pediatrics building.
- Anchor curb stop at B&B cleaners with rebar.
- Backfill, seed and stabilize area behind sidewalk at Library to avoid ponding water.
- Cut unnecessary length of bolts off above nut on street furniture (bench between Library/Lawson parcel – bolts at rear of bench need to be fully tightened and cut). Tighten all trash can bolts.
- Repair damaged rock veneer on existing wall on SE corner of Library wall.
- Level loose cap blocks on retaining walls A, B & C.
- Seed and stabilize bare spots in Tabor Presbyterian yards.
- Deliver spare skids of sidewalk and crosswalk pavers to VDOT Yancey Mills.
- Seal saw cut in asphalt at alley between Region Ten and pediatric building.
- Contractor re-apply sand to joints, sweep joints and vibrate all pavers (sidewalk and crosswalk) for follow-up pass in accordance with specifications and/or manufacturer's recommendations.
- Replace broken pavers throughout.
- Install handrail at the Mudhouse main entrance.
- Repair concrete crack in sidewalk (STA 112+00 +/- LT) in front of Mountain Side bldg.
- Raise valve box located in the paver crosswalk in front of the Blue Goose building (Crozet Ave/Library Ave intersection, north crosswalk).
- Fill gap under both ends of curb plate with epoxy (STA 107+40 +/-).
- Repair crack in curb adjacent STR 14-10 by grinding and filling with ARDEX concrete patch.
- Repair two sidewalk cracks at STA 116+55 +/- LT between Biofilters E and F by grinding and filling with ARDEX concrete patch.
- Repair cracked curb at Biofilter E by grinding and filling with ARDEX concrete patch.
- Parge lift points on STR 14-9.
- Add seed and straw on areas at CUMC.
- Repair cracked curb at NW quadrant on crosswalk at Jarman's Gap intersection by grinding and filling with ARDEX concrete patch.
- Install asphalt wedge behind sidewalk at Baber parcel.
- Delete "Pedestrian Crossing" sign at STA 103+85 +/- LT on Baber side of road.
- Parge lift holes at inlet STR 13-8.



Kimley»Horn



- Repair cracked curb in front of Tabor Presbyterian Church fronting Tabor Street near entrance (two locations) by grinding and filling with ARDEX concrete patch.
- Install two remaining bike markings (Library Ave and Jarman's Gap).
- Add seed and install E&S matting adjacent Lawson stairs.
- Paint handrails at Lawson and Tabor Presbyterian Church stairs.
- Repair cracked curb at Jarman's Gap crosswalk STA 105+65 +/- RT by grinding and filling with ARDEX concrete patch.
- Clean concrete off of light pull box cover and make sure it can open (in front of Library).
- Install sand in sidewalk pavers at corner of Library (SE corner of intersection) and where new curb was poured at NE corner.
- Clean concrete off of bike rack in front of Library.
- Grout the posts of the bike rack in front of the Library to the top of the pavers at bike rack.
- Install street signage per Contract Documents.
- Remove waste soil from floodplain at offsite waste area.
- Complete paving behind Pediatric building.
- Clean and paint both fire hydrants.
- Raise valve box in front of Blue Goose building in crosswalk.
- Replacement broken valve box at the entrance of Crozet Barber Shop.
- Fix lid on sanitary sewer manhole across from barber shop (lid will not seat properly).
- ACSA received a complaint last week concerning the manhole 109+75 RT. ACS requested that Jeff and Linco meet at the site and review the frame and cover to determine why it isn't seating properly. It may require the replacement of the frame and cover (at the discretion/direction of ACSA), in which case maybe a minor modification can be made to adjust the height.
- Provide as-built drawings.
- Provide EEO/DBE paperwork per e-mail from Angela Green dated November 6, 2014.
- Provide 2-year warranty on paver crosswalks not installed per agreed upon installation methods, specifications and manufacturer recommendations.