

**A G E N D A**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**SPECIAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 20, 2023**  
**6:00 PM**

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**A. CALL TO ORDER**

Mr. Frank Polster called the meeting to order at 6 p.m.

**B. ROLL CALL**

**Planning Commissioners Present:**

Jack Haldeman  
Rich Krapf  
Frank Polster  
Rob Rose  
Barbara Null  
Stephen Rodgers

**Planning Commissioners Absent:**

Tim O'Connor

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Terry Costello, Senior Planner

**C. ANNUAL ORGANIZATION MEETING**

1. Election of Officers

Mr. Polster called for nomination for Chair.

Mr. Krapf nominated Mr. Polster.

There were no other nominations for Chair.

On a voice vote, the Commission elected Mr. Polster as Chair. (6-0)

Mr. Polster called for nominations for Vice Chair.

Mr. Polster nominated Dr. Rose for Vice Chair.

There were no other nominations for Vice Chair.

On a voice vote, the Commission elected Dr. Rose as Vice Chair. (6-0)

2. Proposed Calendar for 2023-2024

Mr. Polster noted that the Commission had discussed the calendar at its March 1, 2023, Regular Meeting.

Mr. Polster made a motion to adopt the Calendar for 2023-2024.

On a voice vote, the Commission adopted the Calendar for 2023-2024. (6-0)

**D. PUBLIC COMMENT**

Mr. Polster opened Public Comment.

As no one wished to speak, Mr. Polster closed Public Comment.

**E. PUBLIC HEARING**

1. Fiscal Year 2024-2028 Capital Improvements Program

A motion to Approve w/ Conditions was made by Rich Krapf, the motion result was Passed. AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, Null, Polster, Rodgers, Rose

Absent: O'Connor

Ms. Terry Costello, Senior Planner, stated that after a series of meetings to discuss and evaluate this year's Capital Improvements Program (CIP) requests, the Policy Committee is forwarding its recommendations for the Fiscal Year (FY) 2024-2028 CIP for the Planning Commission's consideration.

Ms. Costello stated that this year, a total of 32 projects were submitted: 24 from County departments, four from the Williamsburg Regional Library (WRL), and four from the Williamsburg-James City County (WJCC) Schools. Of the 32 projects submitted, 17 County projects, three WRL, and three WJCC Schools projects were included in the previous CIP budget.

Ms. Costello stated that Policy Committee members used a standardized set of ranking criteria to prioritize each application. Ms. Costello stated that the criteria is provided in the Agenda materials for reference. Ms. Costello further stated that the scores

generated by individual Committee members were then averaged and standardized through a Z-score process to produce a prioritized list.

Ms. Costello stated that a list of the Policy Committee's final project rankings in order of

priority has been provided in the Agenda materials for consideration. Ms. Costello stated that at its meeting on February 23, 2023, the Committee voted unanimously to forward the following list of priorities to serve as a recommendation to the Planning Commission and Board of Supervisors:

1. Stormwater Capital Improvements Program
2. Fire Station 3 Replacement
3. Transportation Match
4. Lower County Park
5. New Grove Area Library
6. Human Services Center Renovations
7. Open Space Match
8. Grove Convenience Center
9. Pre-K Space
10. Warhill Softball/Baseball Complex
11. Brickyard Landing Improvements
12. Consolidated County Campus
13. Warhill Sports Complex Multiuse Field Expansion
14. General Services Administration Building
15. James City County Marina Parking Area
16. Business Ready Sites Program
17. Chickahominy Park Paddlecraft Area
18. Jamestown Beach Event Park Improvements
19. FY24 Firing Range Expansion
20. Upper County Park Splash Pad
21. Veterans Park Phase 2 Improvements
22. Chickahominy Riverfront Park Multiuse Trail
23. Jamestown High School Cafeteria School Expansion
24. Lafayette High School Renovations
25. Freedom Park Phase IV - Active Recreation Facilities
26. James City County Library Theatre
27. Greensprings Interpretive Trail Restrooms
28. Warhill Sports Complex Connector Road
29. Skate Park
30. James City County Library Playground
31. Centralized Storage Facility
32. New James City County Library and Community Theatre/New Joint Library

Ms. Costello stated that staff recommends that the Planning Commission recommend approval of these priorities to the Board of Supervisors for consideration during the budget process.

Mr. Polster opened the Public Hearing.

As no one wished to speak, Mr. Polster closed the Public Hearing.

Mr. Polster opened the floor for discussion by the Commission.

Mr. Polster stated that Fire Station 6 to be located in the Upper County, was on the CIP project list for the two previous CIP cycles with priority rankings of three and six; however, it was not on the current CIP project list. Mr. Polster further stated that he believes it is important that the Commission recommend to the Board of Supervisors that it be included in the FY 2024-2028 CIP project list. Mr. Polster further noted that the Board of Supervisors has already approved the salaries for staffing the facility.

Mr. Polster stated that currently it is anticipated that the level of service would be approximately 1,000 calls per year. Mr. Polster noted that residents in the Upper County pay higher insurance premiums because there is no fire station in the area.

Mr. Haldeman stated that there was a second recommendation from the Policy Committee which was consolidate projects where feasible and where marshalling costs or scale efficiencies would yield savings. Mr. Haldeman stated that possibilities, as example, are paving projects at Chickahominy Riverfront Park and at the Marina, and road improvements on Pocahontas Trail and Blow Flats Road.

Mr. Krapf made a motion to forward the list of project rankings with the addition recommendations to the Board of Supervisors.

On a roll call vote, the Commission voted to forward the list of project rankings with the addition recommendations to the Board of Supervisors. (6-0)

## **F. PLANNING COMMISSION DISCUSSION AND REQUESTS**

Mr. Polster stated that he would represent the Commission at the April Board of Supervisors meeting. Mr. Polster further stated that he would coordinate with the Commission members to develop the schedule for the Board of Supervisors coverage.

Mr. Haldeman expressed thanks for Mr. O'Connor's service to the Commission as Chairman over the past year.

**G. ADJOURNMENT**

Mr. Haldeman made a motion to adjourn to the April 5, 2023, Regular Meeting. The meeting was adjourned at approximately 6:13 p.m.

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Paul D. Holt, III, Secretary

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Frank Polster, Vice Chair