

**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 15, 2021**  
**6:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ANNUAL ORGANIZATION MEETING**

1. Election of Officers
2. Proposed Calendar for 2021-2022

**D. PUBLIC COMMENT**

**E. PUBLIC HEARING**

1. FY2022-FY2026 Capital Improvements Program Review

**F. PLANNING COMMISSION DISCUSSION AND REQUESTS**

**G. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 3/15/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Election of Officers

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**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/8/2021 - 9:01 AM
Planning Commission	Holt, Paul	Approved	3/8/2021 - 9:01 AM
Publication Management	Daniel, Martha	Approved	3/8/2021 - 9:06 AM
Planning Commission	Holt, Paul	Approved	3/8/2021 - 9:11 AM

**ITEM SUMMARY**

DATE: 3/15/2021

TO: The Planning Commission

FROM: Paul D. Holt, III, Secretary

SUBJECT: Proposed Calendar for 2021-2022

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**ATTACHMENTS:**

	Description	Type
	Proposed Calendar for 2021-2022	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/8/2021 - 3:32 PM
Planning Commission	Holt, Paul	Approved	3/8/2021 - 3:32 PM
Publication Management	Daniel, Martha	Approved	3/8/2021 - 3:35 PM
Planning Commission	Holt, Paul	Approved	3/8/2021 - 3:35 PM

**Meeting Locations: When not meeting virtually, meetings are held as follows:**

**Planning Commission (PC) and Planning Commission Working Group (PCWG) - Government Center Board Room, 101 F Mounts Bay Road, James City County, VA.**  
**Policy Committee and Development Review Committee (DRC) - Government Center Building A Conference Room, 101 A Mounts Bay Road, James City County, VA.**

**Planning Commission 2021/22 (6PM)**

- April 7
- May 5
- May 25 Joint Work Session w/ BOS (1pm)
- June 2
- July 7
- August 4
- September 1
- October 6
- November 3
- December 1
- January 5 (2022)
- February 2 (2022)
- March 2 (2022)
- March 14 (2022)\*

\*Special Meeting (Organizational and CIP)

**Policy Committee 2021/22 (4PM)**

- April 15
- May 13
- June 10
- July 15
- August 12
- September 9
- October 14
- November 10
- December 9
- January 13 (2022)
- February 10 (2022)\*\*
- February 17 (2022)\*\*
- February 24 (2022)\*\*
- March 3 (2022)\*\*
- March 10 (2022)

\*\*CIP Meetings

**DRC 2021/22 (4PM)**

- March 31
- April 21
- May 19
- June 23
- July 21
- August 18
- September 22
- October 20
- November 17
- December 15
- January 19 (2022)
- February 16 (2022)

**PCWG 2021/22 (4PM)**

- March 8
- March 22
- March 24
- April 5
- April 19
- May 3
- May 12
- June 3
- June 7

**Planning Commission 2022/23 (6PM)**

- April 6
- April 26 Joint Work Session w/ BOS (1pm)
- May 4
- June 1
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
- January 4 (2023)
- February 1 (2023)
- March 1 (2023)
- March 20 (2023)\*

\*Special Meeting (Organizational and CIP)

**Policy Committee 2022/23 (4PM)**

- April 14
- May 12
- June 9
- July 14
- August 11
- September 15
- October 13
- November 10
- December 8
- January 12 (2023)
- February 9 (2023)\*\*
- February 16 (2023)\*\*
- February 23 (2023)\*\*
- March 2 (2023)\*\*
- March 9 (2023)

\*\*CIP Meetings

**DRC 2022/23 (4PM)**

- March 30
- April 20
- May 18
- June 22
- July 20
- August 24
- September 21
- October 19
- November 16
- December 14
- January 18 (2023)
- February 15 (2023)

2021/22 Calendar Year: March 16, 2021 – March 14, 2022

2022/23 Calendar Year: March 15, 2022 – March 20, 2023 (2022/23 Calendar provided for reference only)

**ITEM SUMMARY**

DATE: 3/15/2021

TO: The Planning Commission

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: FY2022 - FY2026 Capital Improvements Program Review

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**ATTACHMENTS:**

	Description	Type
▣	Staff Memo	Staff Report
▣	Attachment 1. FY2022-FY2026 CIP Summary Spreadsheet	Exhibit
▣	Attachment 2. Ranking Criteria	Backup Material
▣	Attachment 3. Unapproved Minutes February 18, 2021 Policy Committee	Minutes
▣	Attachment 4. Unapproved Minutes February 23, 2021 Policy Committee	Cover Memo
▣	Attachment 5. Unapproved Minutes March 2, 2021 Policy Committee	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning Commission	Holt, Paul	Approved	3/8/2021 - 2:31 PM
Planning Commission	Holt, Paul	Approved	3/8/2021 - 2:32 PM
Publication Management	Daniel, Martha	Approved	3/8/2021 - 2:35 PM
Planning Commission	Holt, Paul	Approved	3/8/2021 - 2:36 PM

## MEMORANDUM

DATE: March 15, 2021

TO: The Planning Commission

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: Fiscal Year 2022-2026 Capital Improvements Program

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The Policy Committee annually reviews Capital Improvements Program (CIP) requests submitted by various County departments and Williamsburg-James City County (WJCC) Schools. The purpose of this review is to provide guidance and a list of prioritized projects to the Board of Supervisors for its consideration during the budget process. After a series of meetings to discuss and rank the CIP requests and to evaluate the projects for consistency with the Comprehensive Plan, *"Toward 2035: Leading the Way,"* the Committee is forwarding its recommendations to the Planning Commission for consideration.

As described in the Code of Virginia, the CIP is one of the methods of implementing the Comprehensive Plan and is of equal importance to methods like the Zoning and Subdivision Ordinances, official maps, and transportation plans. The Policy Committee uses a standardized set of ranking criteria to prioritize projects. Committee members evaluated each request for funding and produced a numerical score between 10 and 100. The scores generated by individual Committee members were then averaged to produce the Committee's final score and priority. The Committee's ranking criteria are attached for reference (Attachment No. 2).

In Attachment No. 1, the CIP project requests from County departments and WJCC Schools are summarized. This year there were 25 projects submitted for consideration by the Policy Committee - 19 from James City County departments, two from the Library, and four from WJCC Schools. Of the 25 projects submitted, 16 County and three School projects were included in the previous five-year CIP adopted by the Board of Supervisors; however, estimates and completion timelines may have been amended.

Attachment No. 1 also identifies the Committee's ranked priorities for these projects and includes a brief summary for each. The projects are listed from highest to lowest. This is the document that will also be forwarded to the Board of Supervisors showing the Commission's priorities. The full set of materials provided with each application can be found in the CIP materials posted online for the [February 18, 2021](#) Policy Committee meeting.

The Committee also requested that the following notes be included in this memo:

- There was general agreement from the Committee on the applications ranked one through 10.
- For items ranked 11-15, the Committee found these applications to be important but in some cases, additional clarification and work were needed.
- For the New Joint Library application, the Committee found the following information clarified the language in the application request: Because the Library is a regional entity, any new facility (whether in James City County (JCC) or in the City of Williamsburg (City); whether a third building or a new one to replace the existing one in City) will be a joint Library open to both JCC residents and City residents. Again, the libraries are a joint system regardless of location, so the options are not a matter of whether it would be a new "James City County" Library or a new "joint" Library. In terms of which locality bears the new capital cost, it will depend on whether: (A) the existing Library in the City is re-

built, or (B) a new building is constructed in JCC somewhere. If the existing library in the City is re-built (A), the City will bear the capital costs. JCC operating costs will go up some, since the new facility will likely be larger than the current building. If a new building is constructed in JCC somewhere (B), JCC will bear the capital costs. The decision of either (A) or (B) has not been made yet. If Option (B) is ultimately chosen, the City has stated that it will still like to retain *some* library services within the city limits. But the scope of work for what this means has not yet been determined. Thus, under Option (B), there would be **three** Library buildings open to all JCC and all City residents. Thus, the resulting higher yearly operating costs.

- For the New Joint Library application, the Committee recommended obtaining further public input on these options and the projected costs. The Committee also recommended examining the possibility of library branches or collaborating with the WJCC School Division.
- The Committee requested clarification on the justifications for the Jamestown High School and Lafayette High School expansions. Responses from WJCC Schools staff have been included in the Other Notes column of Attachment 1.

#### **STAFF RECOMMENDATION:**

At its March 2, 2021 meeting, the Committee unanimously recommended forwarding the following Fiscal Year (FY) 2022-2026 CIP priorities to serve as a recommendation to the Board of Supervisors. The projects selected are listed below in rank order. Please note that some of these projects received tied rankings. Following discussion at the Policy Committee meetings, special considerations and/or supplemental information has been provided for several of these projects, as noted:

1. Stormwater neighborhood drainage improvements \*
2. Transportation match \*
3. Lower County Park \*
4. Grove Convenience Center \*
5. Open Space Match
6. Firing Range Expansion \*
7. Chickahominy Riverfront Park Phase III Improvements \*
8. James City County Marina Phase II
9. Covered Parking for Specialty Vehicles and Trailers
10. Chickahominy Riverfront Park new restrooms and concession building \*
11. Warhill High School Auxiliary Gym/Emergency Shelter \*
12. Jamestown Beach Event Park Improvements
13. General Services Administration Building
14. Baseball Field Refurbishment \*
15. New James City County Library Branch
16. Upper County Park Paving and Multi-use Trail
17. Lafayette High School Renovation \*
18. Upper County Park Splash Pad
19. Baseball Field Expansion
20. Freedom Park Phase IV - Active Recreation Facilities
21. Veterans Park Phase II Improvements
22. Greensprings Interpretative Trail Restrooms
23. New Playground at James City County Branch
24. Chickahominy Riverfront Park Phase IV Improvements
25. Jamestown High School Cafeteria/School Expansion

\* *These projects are requesting funding in FY 2022.*

Staff recommends that the Planning Commission forward these priorities to the Board of Supervisors for consideration during the budget process.

TC/md

FY22-26CIP-mem

Attachments:

1. Policy Committee CIP summary spreadsheet
2. Policy Committee CIP ranking criteria
3. Unapproved Policy Committee minutes from February 18, 2021
4. Unapproved Policy Committee minutes from February 23, 2021
5. Unapproved Policy Committee minutes from March 2, 2021



FY 2022 - 2026 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	FY 2026 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
D	General Services	Stormwater Capital Improvement Program	Stormwater projects to address undersized and failing drainage systems, restore eroded channels, and install new facilities to treat runoff pollution.	\$1,504,000.00	\$2,600,000.00	\$2,634,000.00	\$2,493,000.00	\$2,204,000.00	\$11,435,000.00	2	3	Y	74.9	1	
A	Community Dev.	Transportation Match	Matches for various transportation projects (e.g. Longhill Rd., Croaker Rd., Pocahontas Tr., Norge, Toano, and Clara Byrd Baker E.S.)	\$1,400,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$13,400,000.00	1	2	Y	73	2	
J	Parks & Rec.	Lower County Park	Acquire property, design and construct a park that includes trails, picnic shelter, swimming pool with features, restrooms and all related infrastructure.	\$300,000.00	\$758,000.00	\$0.00	\$5,552,000.00	\$0.00	\$6,610,000.00	1	12	Y	62	3	
C	General Services	Grove Convenience Center	Construction of new convenience center in the Grove area. Exact location will be determined based on additional data analysis and opportunities for suitable building sites.	\$595,228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595,228.00	1	3		59.5	4	
B	Community Dev.	Open Space Match	Matches for open space acquisitions. This would permit the County to access federal, state, and private funding that require local matches; pay for appraisals, surveys, and other related acquisition costs that are often not covered by grants, but may count as local contributions; build funds for acquisition efforts over time; and close gaps as needed.	\$0.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$5,000,000.00	2	2	Y	57.6	5	
F	Police	Firing Range Expansion	Extend the existing 25-yard firing range to accommodate training needs at 100 yards. Includes clearing/grading of approx. 15,000 SF, relocating existing range control house and storage trailer, demolishing existing range shelter and rebuilding a range shelter on a new concrete pad to be used for students during training, and associated utility extensions.	\$407,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$407,000.00	1	2		52.9	6	
K	Parks & Rec.	Chickahominy Riverfront Park Phase III Improvements	Improvements to the park per the Shaping Our Shores Master Plan, to include design/construction of ADA-accessible paddlecraft area, additional parking/road improvements, relocation of dry storage area, public access trail on shoreline, and boat ramp repairs.	\$338,000.00	\$0.00	\$2,562,000.00	\$0.00	\$0.00	\$2,900,000.00	2	12		52.4	7	
M	Parks & Rec.	James City County Marina Phase II	Relocate existing boat ramp, provide additional parking for marina and ramp visitors, replace both covered boat houses, and add third section of open slips, add a transient docking/floating walkway, add 16 additional uncovered slips, add ADA accessible bathhouse adjacent to parking and boat slips.	\$0.00	\$0.00	\$5,813,000.00	\$0.00	\$0.00	\$5,813,000.00	4	12		50.6	8	
G	Police	Covered Parking for Specialty Vehicles and Trailers	Construction of covered parking structure that will provide overhead, side, and rear protection for a number of specialty vehicles and trailers.	\$0.00	\$231,000.00	\$0.00	\$0.00	\$0.00	\$231,000.00	2	2		50	9	
L	Parks & Rec.	Chickahominy Riverfront Park New Restroom and Concession Building	New restroom building with additional facilities and changing room. New larger concession area to meet Health Department and Building Safety and Permit requirements.	\$971,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$971,000.00	3	12		48.5	10	
V	WJCC Schools *	Warhill HS Auxiliary Gym/Emergency Shelter	Add auxiliary gym to Warhill HS that can also be used as an emergency shelter.	\$3,485,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,485,500.00	1	4		47.3	11	
O	Parks & Rec.	Jamestown Beach Event Park Improvements	Install additional restroom facility to support beach, realignment and paving of park roads, install permanent parking in existing grass parking area for 200 spaces, event venue with stage/performance area and restroom facilities, boat storage facility to support marina operations park maintenance building	\$0.00	\$0.00	\$1,185,000.00	\$0.00	\$9,307,000.00	\$10,492,000.00	6	12		46.3	12	
E	General Services	General Services Administration Building	Construction of a new General Services facility.	\$0.00	\$2,024,000.00	\$18,979,530.00	\$0.00	\$0.00	\$21,003,530.00	3	3		40.9	13	
Y	WJCC Schools *	Baseball Field Refurbishment	This project would replace the backstop, regrade and reseed the field	\$184,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184,500.00	4	4		40.8	14	
H	Williamsburg Regional Library	New James City County Library Branch	Construct a new joint library facility.	\$0.00	\$0.00	\$1,125,000.00	\$8,187,500.00	\$11,187,500.00	\$20,500,000.00	1	2		37.3	15	
N	Parks & Rec.	Upper County Park Paving and Multi-use Trail	Construct .5 mile paved ADA accessible multi-use trail loop, pave existing parking area.	\$0.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	5	12		37.3	16	

FY 2022 - 2026 CAPITAL IMPROVEMENT PROGRAM RANKING SPREADSHEET															
ID	Agency	Project Title	Brief Project Description (see application narratives for more detail)	FY 2022 Requested	FY 2023 Requested	FY 2024 Requested	FY 2025 Requested	FY 2026 Requested	Total Requested	Agency Priority	Out of	Special Considerations	PC Score	PC Rank	Other Notes
X	WJCC Schools *	Lafayette High School Renovation	Add instructional spaces	\$254,400.00	\$2,946,000.00	\$0.00	\$0.00	\$0.00	\$3,200,400.00	3	4		37.3	17	Question: Given enrollment projections, what would cause 8 additional classrooms to be needed? WJCC staff indicated that the request is centered around educational decisions to move programs between schools that could create a need for additional space. WJCC staff also noted Jamestown High School being over capacity and the possibility of future decisions to move students.
Q	Parks & Rec.	Upper County Park Splash Pad	Replace the existing baby pool with an ADA accessible splash pad with water features for a wide variety of ages and ability	\$0.00	\$0.00	\$75,000.00	\$575,000.00	\$0.00	\$650,000.00	8	12		36.9	18	
R	Parks & Rec.	Baseball Field Expansion	In addition to constructing two lighted turf baseball fields, this project would also create additional parking (approximately 200 spaces), restrooms and field fencing	\$0.00	\$0.00	\$584,000.00	\$4,283,000.00	\$0.00	\$4,867,000.00	9	12		36.9	19	
S	Parks & Rec.	Freedom Park Phase IV - Active Recreation Facilities	To provide active accessible recreation amenities to residents in neighborhoods along Centerville and Longhill Roads, currently the only public outdoor pools are located at the far end of the County	\$0.00	\$0.00	\$0.00	\$730,000.00	\$5,500,000.00	\$6,230,000.00	10	12		36.4	20	
P	Parks & Rec.	Veterans Park Phase II Improvements	Complete phase 2 improvements at Veterans Park (splash pad, pump room, eastern parking lot addition, bus parking addition, sidewalk connections and outdoor workout equipment	\$0.00	\$0.00	\$200,000.00	\$1,490,000.00	\$0.00	\$1,690,000.00	7	12		35.8	21	
U	Parks & Rec.	Greensprings Interpretive Trail Restrooms	Request to construct a permanent ADA accessible restroom facility at the trail head	\$0.00	\$0.00	\$0.00	\$0.00	\$290,000.00	\$290,000.00	12	12		32.3	22	
I	Williamsburg Regional Library	New Playground at James City County Branch	Construct a new playground that will be funded through a partnership with the Friends of the Williamsburg Regional Library.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	2	Y	31.9	23	
T	Parks & Rec.	Chickahominy Riverfront Park Phase IV Improvements	Build out park features as shown on the 2020 Shaping Our Shores Master Plan including upgraded guest services building, new and increased number of bathhouses, increase and improve campsites, construct roadway from entrance back to paddlecraft launch area, construct new picnic shelter and pier	\$0.00	\$0.00	\$0.00	\$1,046,000.00	\$8,000,000.00	\$9,046,000.00	11	12		31.9	24	
W	WJCC Schools *	Jamestown Cafeteria/School Expansion	This project increases the core/cafeteria space at JHS to alleviate overcrowding	\$0.00	\$221,400.00	\$2,277,700.00	\$2,277,700.00	\$0.00	\$4,776,800.00	2	4		31.9	25	Question: Given enrollment projections, what would cause five lunch sessions to be needed? WJCC staff indicated that five lunch periods were given as an example. Educators make decisions to add lunches based on a variety of factors. Considerations such as class scheduling, security, CNS staff capabilities, etc. all factor into determining the number of lunches.
TOTAL:				\$9,439,628	\$13,210,400	\$39,685,230	\$30,884,200	\$40,738,500	\$133,957,958						

\* Please note that James City County's portion is 90.4% of the total amount requested

## **CAPITAL IMPROVEMENT PROGRAM RANKING CRITERIA**

### **James City County Planning Commission**

#### **SUMMARY**

The Capital Improvement Program (“CIP”) is the process for evaluating, planning, scheduling, and implementing capital projects. The CIP supports the objectives of the Comprehensive Plan through the sizing, timing, and location of public facilities such as buildings, roads, schools, park and recreation facilities, water, and sewer facilities. While each capital project may meet a specific need identified in the Comprehensive Plan or other department or agency plan, all capital plans must compete with other projects for limited resources, receive funding in accordance with a priority rating system and be formally adopted as an integral part of the bi-annual budget. Set forth below are the steps related to the evaluation, ranking, and prioritization of capital projects.

#### **A. DEFINITION**

The CIP is a multi-year flexible plan outlining the goals and objectives regarding public capital improvements for James City County (“JCC” or the “County”). This plan includes the development, modernization, or replacement of physical infrastructure facilities, including those related to new technology. Generally a capital project such as roads, utilities, technology improvements, and county facilities is nonrecurring (though it may be paid for or implemented in stages over a period of years), provides long term benefit and is an addition to the County’s fixed assets. Only those capital projects with a total project cost of \$50,000 or more will be ranked. Capital maintenance and repair projects will be evaluated by departments and will not be ranked by the Policy Committee.

#### **B. PURPOSE**

The purpose of the CIP ranking system is to establish priorities for the 5-year CIP plan (“CIP plan”), which outlines the projected capital project needs. This CIP plan will include a summary of the projects, estimated costs, schedule and recommended source of funding for each project where appropriate. The CIP plan will prioritize the ranked projects in each year of the CIP plan. However, because the County’s goals and resources are constantly changing, this CIP plan is designed to be re-assessed in full bi-annually, with only new projects evaluated in exception years, and to reprioritize the CIP plan annually.

#### **C. RANKINGS**

Capital projects, as defined in paragraph A, will be evaluated according to the CIP Ranking Criteria. A project’s overall score will be determined by calculating its score against each criterion. The scores of all projects will then be compared in order to provide recommendations to the Board of Supervisors. The components of the criteria and scoring scale will be included with the recommendation.

#### **D. FUNDING LIMITS**

On an annual basis, funds for capital projects will be limited based on the County’s financial resources including tax and other revenues, grants and debt limitations, and other principles set forth in the Board of Supervisors’ Statement of Fiscal Goals:

- general obligation debt and lease revenue debt may not exceed 3% of the assessed valuation of property,

- debt service costs are not to exceed 10-12% of total operation revenues, including school revenue, and
- debt per capita income is not to exceed \$2,000 and debt as a percentage of income is not to exceed 7.5%.

Such limits are subject to restatement by the Board of Supervisors at their discretion. Projects identified in the CIP plan will be evaluated for the source or sources of funding available, and to protect the County's credit rating to minimize the cost of borrowing.

#### **E. SCHEDULING OF PROJECTS**

The CIP plan schedules will be developed based on the available funding and project ranking and will determine where each project fits in the 5 year plan.

## CIP RANKING CRITERIA

### Project Ranking By Areas of Emphasis

**1. Quality of Life (20%)** - Quality of life is a characteristic that makes the County a desirable place to live and work. For example, public parks, water amenities, multi-use trails, open space, and preservation of community character enhance the quality of life for citizens. A County maintenance building is an example of a project that may not directly affect the citizen's quality of life. The score will be based on the considerations, such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?
- C. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project increase or enhance educational opportunities?
- E. Does the project increase or enhance recreational opportunities and/or green space?
- F. Will the project mitigate blight?
- G. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?
- H. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?
- I. Does the project affect traffic positively or negatively?
- J. Does the project improve, mitigate, and / or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?

#### Scoring Scale:

1	2	3	4	5	6	7	8	9	10
The project does not affect or has a negative affect on the quality of life in JCC.				The project will have some positive impact on quality of life.					The project will have a large positive impact on the quality of life in JCC.

**2. Infrastructure (20%)** – This element relates to infrastructure needs such as schools, waterlines, sewer lines, waste water or storm water treatment, street and other transportation facilities, and County service facilities. High speed, broadband or wireless communication capabilities would also be included in this element. Constructing a facility in excess of facility or service standards would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Is there a facility being replaced that has exceeded its useful life and to what extent?
- E. Do resources spent on maintenance of an existing facility justify replacement?
- F. Does this replace an outdated system?

- G. Does the facility/system represent new technology that will provide enhance service?
- H. Does the project extend service for desired economic growth?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
The level of need is low				There is a moderate level of need					The level of need is high, existing facility is no longer functional, or there is no facility to serve the need

**3. Economic Development (15%)** – Economic development considerations relate to projects that foster the development, re-development, or expansion of a diversified business/industrial base that will provide quality jobs and generate a positive financial contribution to the County. Providing the needed infrastructure to encourage redevelopment of a shopping center would score high in this category. Reconstructing a storm drain line through a residential neighborhood would likely score low in the economic development category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project have the potential to promote economic development in areas where growth is desired?
- E. Will the project continue to promote economic development in an already developed area?
- F. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)
- G. Will the project produce desirable jobs in the County?
- H. Will the project rejuvenate an area that needs assistance?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project will not aid economic development				Neutral or will have some aid to economic development					Project will have a positive impact on economic development

**4. Health/Public Safety (15%)** - Health/public safety includes fire service, police service, safe roads, safe drinking water, fire flow demand, sanitary sewer systems and flood control. A health clinic, fire station or police station would directly impact the health and safety of citizens, scoring high in this category. Adding concession stands to an existing facility would score low in this category. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?

- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Does the project directly reduce risks to people or property (i.e. flood control)?
- E. Does the project directly promote improved health or safety?
- F. Does the project mitigate an immediate risk?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project has no or minimal impact on health/safety				Project has some positive impact on health/safety					Project has a significant positive impact on health/safety

**5. Impact on Operational Budget (10%)** – Some projects may affect the operating budget for the next few years or for the life of the facility. A fire station must be staffed and supplied; therefore it has an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. The score will be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. Will the new facility require additional personnel to operate?
- E. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?
- F. Will the new facility require significant annual maintenance?
- G. Will the new facility require additional equipment not included in the project budget?
- H. Will the new facility reduce time and resources of city staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.
- I. Will the efficiency of the project save money?
- J. Is there a revenue generating opportunity (e.g. user fees)?
- K. Does the project minimize life-cycle costs?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project will have a negative impact on budget				Project will have neutral impact on budget					Project will have positive impact on budget or life-cycle costs minimized

**6. Regulatory Compliance (10%)** – This criterion includes regulatory mandates such as sewer line capacity, fire flow/pressure demands, storm water/creek flooding problems, schools or prisons. The score will be based on considerations such as:

- A. Does the project addresses a legislative, regulatory or court-ordered mandate? (0- 5 years)
- B. Will the future project impact foreseeable regulatory issues? (5-10years)



- C. Does the project promote long-term regulatory compliance (>10 years)
- D. Will there be a serious negative impact on the county if compliance is not achieved?
- E. Are there other ways to mitigate the regulatory concern?

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
Project serves no regulatory need				Project serves some regulatory need or serves a long-term need					Project serves an immediate regulatory need

**7. Timing/Location (10%)** - Timing and location are important aspects of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category. The score will should be based on considerations such as:

- A. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?
- B. Does the project support objectives addressed in a County sponsored service plan, master plan, or study?
- C. Does the project relate to the results of a citizen survey, Board of Supervisors policy, or appointed committee or board?
- D. When is the project needed?
- E. Do other projects require this one to be completed first?
- F. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?
- G. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)
- H. Will it be more economical to build multiple projects together (reduced construction costs)?
- I. Will it help in reducing repeated neighborhood disruptions?
- J. Will there be a negative impact of the construction and if so, can this be mitigated?
- K. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?
- L. Are there inter-jurisdictional considerations?
- M. Does the project conform to Primary Service Area policies?
- N. Does the project use an existing County-owned or controlled site or facility?
- O. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?
- P. Does the project use external funding or is a partnership where funds will be lost if not constructed.

**Scoring Scale:**

1	2	3	4	5	6	7	8	9	10
No critical timing or location issues				Project timing OR location is important					Both project timing AND location are important



**8. Special Consideration (*no weighting- if one of the below categories applies, project should be given special funding priority*)** – Some projects will have features that may require that the County undertake the project immediately or in the very near future. Special considerations may include the following (check all applicable statement(s)):

A.	Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?	
B.	Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?	
C.	Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?	

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 18, 2021**  
**4:00 PM**

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**A. CALL TO ORDER**

1. This meeting will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/91724199659> or call 301-715-8592 and enter the meeting ID 917 2419 9659. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to [community.development@jamestownva.gov](mailto:community.development@jamestownva.gov), or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

Mr. Frank Polster called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

1. Virtual Meeting Resolution

Mr. Frank Polster presented the resolution.

Mr. Rich Krapf made a motion to Adopt the electronic meeting resolution.

The motion passed 3-0.

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Absent:

Rob Rose

Staff:

Paul Holt, Director, Community Development

Tammy Rosario, Assistant Director, Community Development

Alex Baruch, Acting Principal Planner

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

Thomas Wysong, Senior Planner

John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

Betsy Fowler, Director, Williamsburg Regional Library

Marcellus Snipes, Senior Director, Operations Williamsburg-James City County (WJCC) Schools

Daniel Keever, Chief Operating Officer WJCC Schools

Mr. Polster stated the commission needed to add in a discussion of their upcoming meeting dates due to scheduling conflicts.

Mr. Krapf made a motion to Add discussion of the Policy Committee calendar to the agenda.

The motion passed 3-0.

Mr. Krapf made a motion to Amend the calendar by scheduling a Special Meeting on February 23, 2021 at 5:30 p.m., cancelling the regular meeting on February 25, 2021 at 4:00 p.m., and scheduling a regular meeting on March 2, 2021 at 5:30 p.m.

The motion passed 3-0.

#### **C. MINUTES**

##### **1. Minutes of the January 14, 2021 Meeting**

Mr. Rich Krapf made a motion to Approve the January 14, 2021, meeting minutes.

The motion passed 3-0.

#### **D. OLD BUSINESS**

There was no old business.

#### **E. NEW BUSINESS**

##### **1. Fiscal Year 2022-2026 Capital Improvements Program Review**

Ms. Terry Costello stated that it was the first meeting for the Policy Committee's review of the Fiscal Year (FY) 2022-2026 Capital Improvements Program (CIP) requests. She stated that the Policy Committee would rank each request in accordance with the Comprehensive Plan and provide a list of its priorities to the Board of Supervisors (BOS). She stated that 25 requests were received from County departments and agencies and four requests were received from the WJCC Schools. She stated that the Policy Committee could ask questions and identify questions for departments regarding their CIP requests. She stated that staff from the library and schools were present to answer questions as well as FMS to answer questions about the overall budget process. She stated that staff from the Police, General Services, and Community Development departments would be present at the February 23, 2021 Special Meeting to answer questions. She stated that staff would compile the finalized ranking to present at the March 15, 2021, meeting of the Planning Commission.

Ms. Betsy Fowler thanked everyone. She stated that the project had two possibilities. She stated that the system needs a new library and the goal is a new 21st century library similar to ones built in nearby localities. She stated that newer libraries have makerspaces in addition to rows and shelving, including meeting, study, and production rooms. She stated the newer James City County library has a large open floor plan giving them the flexibility to add some of those makerspaces in, but that the library in the City of Williamsburg does not. She stated a consultant study that was done in 2007 recommended a new library, but this project was abandoned due to the recession. She stated the current library is not meeting state benchmarks. She stated that options were to improve or relocate the current facility or to build a new library somewhere in James City County.

Ms. Fowler stated that the contribution of the different jurisdictions is based on their number of

checkouts. She stated that James City County (JCC) pays the bulk due to 74.2% of materials being checked out to JCC residents and even more so this year due to the pandemic. She stated that York County has its own library, but pays for the amount of its citizens that prefer to use the Williamsburg library for convenience. She stated that the Williamsburg library has no breakout spaces, but is able to utilize some of the space in the Stryker center next door for offices.

Ms. Fowler stated that there are two library locations and that the Williamsburg library, on Scotland Street, circulates twice the amount of material as the JCC library. She stated this is due to the fact that there is a greater concentration of population around the Williamsburg library in its five-mile service area. Ms. Fowler presented a timeline of the library's history. She stated that in 2017, the library board recommended a new library be built along with an architectural study of the Williamsburg library. She stated that they found quite a few issues with the Williamsburg library including Americans with Disabilities compliance, issues with basement level being confusing for visitors, security concerns due to hidden areas, and problems with the current community theatre. She stated that this library is increasingly problematic due to its age. She stated that there was a realization either the old building would need to be renovated or a new library could be built.

Ms. Fowler stated that four sites, recommended by the County and an architect, were explored as possibilities. She stated that they also released a survey and received 3,000 responses on the first day. She stated most of the comments received were in support of wanting the library to stay at the same location in the City of Williamsburg. She stated that the library is a major economic driver for downtown with people combining shopping and eating along with going to the library. She stated that an additional library would require an ongoing investment of operational funds for staffing, computers, maintenance contracts, etc.

Ms. Fowler stated that no possible location for a library would encompass all of the County. She stated that the library was putting substantial resources towards serving low-income communities, other populations outside of the normal library visitors, and community outreach. She stated that the library has a new bookmobile that goes out into the community. She stated that they utilize the Abram Frink Jr. Community Center to host events and different programming. She stated that the library has been visiting the jail, detention center, and homes. She stated that the library has also extended the Wi-Fi hotspots on outreach vehicles, offers wireless printing on the vehicles, and is hoping to be able to checkout laptops soon. She stated that they would also love to have a permanent outlet in Grove and maybe the Chickahominy area. She stated that the bus routes go to both libraries, but the schedules are a little convoluted.

Mr. Polster asked if anyone had additional questions.

Mr. Krapf asked about the operational cost for a third library and if there is an agreement between the jurisdictions.

Ms. Fowler stated that there is a regional agreement that each jurisdiction has signed. She stated that if a third library is built they would need to revisit the contract to determine how they would split costs. She stated that York County likely would not contribute to the cost of a new library and that operating costs are currently shared based on checkouts.

Mr. Tim O'Connor asked about the change in use in the libraries from circulation checkout to technology driven and if Ms. Fowler sees the cost sharing agreement changing between the localities because of that. Mr. O'Connor asked what locations were identified.

Ms. Fowler stated that she does not know what the locations would be now, only what they were in 2017. She stated that everyone was surprised by the public's attachment to the current

site. She stated that other library systems are also based on checkouts, but it is not a perfect system. She stated that digital checkouts were included in their formulas.

Mr. O'Connor asked if there was a benefit, in Ms. Fowler's opinion, in renovating the existing library.

Ms. Fowler stated that the programming drives the collection. She stated one of the things the city has done is consider moving the Police Department to accommodate a larger space for the library as well as considering merging with the Stryker Center. She stated she thought that ensuring there is enough parking for JCC residents would be an important factor to the County.

Mr. Polster asked if Ms. Fowler could send an email listing some of the additional outreach activities the library was adding for Mr. Rob Rose.

Ms. Fowler stated that she would send them to Ms. Costello.

Mr. Polster asked which costs go with which project.

Ms. Fowler stated that the costs would only go towards the project which was selected. She stated that operating costs would go towards a third library.

Mr. Polster asked about staffing costs and how they would increase with a third library.

Ms. Fowler stated that costs would not be increased, but actually eliminated from satellite locations throughout the County.

Mr. Polster asked what the costs of a third library would be.

Ms. Fowler stated that she did not have an answer for that since the sites she mentioned previously are no longer possibilities.

Mr. Polster asked if Ms. Fowler could share anything regarding informal discussions between the City of Williamsburg and the County regarding a new facility and sharing costs.

Ms. Fowler stated that there was nothing official but both seem to have a good willingness to share the operating costs.

Mr. O'Connor asked which option would best serve the County, in Ms. Fowler's opinion.

Ms. Fowler stated that the current site has some issues and parking tends to be an issue, which would be an important part of negotiating the land usage in this area.

There were no additional questions for Ms. Fowler.

Ms. Costello introduced Mr. Marcellus Snipes and Mr. Daniel Keever with the WJCC Schools.

Mr. Snipes introduced Mr. Keever and stated they would run through the list of questions from the Policy Committee beginning with the Warhill High School auxiliary gym.

Mr. Snipes stated that no design cost is shown this year since the cost was included in last year's submission.

Mr. Polster asked Mr. Snipes to clarify the design costs for those not present at last year's

meeting.

Mr. Snipes stated the design cost was roughly \$854,000 in design and included additional expansions that will not occur until after 2026.

Mr. Polster asked if the design costs were still applicable with the addition of the emergency shelter to the plan.

Mr. Snipes stated that no additional cost would be needed to amend the design to include the addition of the emergency shelter requirements. He stated the auxiliary gym will be used as a gym, but segments of the design will allow for it to be utilized as an emergency shelter.

Mr. O'Connor stated that it was part of the discussion last year that the auxiliary gym may be used as an emergency shelter.

Mr. Snipes stated that the auxiliary gym will be located and connected to the rear of the current gym. The auxiliary gym will have restrooms with a separate entrance, a separate generator in a separate room, be rated to withstand the high-speed winds, wind gusts, wind pressure, and windborne debris. Mr. Snipes stated that these are the key differences.

Mr. Polster asked what the current emergency shelters are.

Mr. Snipes stated that currently Warhill, Hornsby, and James River are designated Red Cross community shelters. He stated that since emergency shelters are run by the County he would defer to JCC officials for the current emergency shelters.

Mr. Polster asked if there is no other emergency shelter in that area since the narrative specifies the need for one.

Mr. Snipes stated that the narrative was provided by Ms. Sara Ruch, Deputy Coordinator Emergency Management Division, since there is a need for an emergency shelter in that area of the County.

Mr. Keever stated that the request to add in the emergency shelter came from the County to meet the current needs. Mr. Keever stated that Warhill was designated through discussions with Emergency Management.

Mr. Polster requested either Ms. Costello or WJCC Schools confirm this.

Mr. Keever stated the schools were glad to include the shelter into their plans, but the requirement portion may be best answered by the County.

Mr. Polster asked for more information from Ms. Costello.

Ms. Costello stated that she would look into it.

Mr. Snipes stated that there is no cost included in the annual operating expenses (non-personnel) for instructional space because physical education classes would be held in the auxiliary gym space and therefore no desk or educational equipment is required for those purposes.

Mr. Polster asked what the instructional requirement is for the gymnasium and if they do not currently have enough space.

Mr. Snipes stated that the requirement is generated because the community has felt the lack of

equity between Jamestown and Lafayette High Schools. He stated that currently courses are being held in the large common space where there is room for the students to spread out.

Mr. Polster asked if there would be other activities in the auxiliary gym.

Mr. Keever stated the auxiliary gym would be multipurpose use with additional physical education courses and possibly practices after-school.

Mr. Polster asked what the requirements for students would be.

Mr. Keever stated that it would be for all students at Warhill to use either during the day or in programs after school.

Mr. Polster asked what needs for programs the auxiliary gym will meet that are not currently being met.

Mr. Snipes stated that the auxiliary gym would ease scheduling issues by allowing more than one athletic team to hold practice at the same time and for additional Physical Education classes throughout the day.

Mr. Snipes stated that they would now answer questions on the Jamestown High School cafeteria expansion project.

Mr. O'Connor asked if an additional renovation or expansion to the cafeteria will be needed in the future.

Mr. Snipes stated that the WJCC 10-year CIP identifies a future need for classrooms in 2028 to satisfy the additional needs of Jamestown High School.

Mr. Snipes stated that all of the students eat in the cafeteria so in the 2019-20 school year approximately 1,289 students ate in the cafeteria on a weekly average. He also stated that the current seating capacity is 530. Mr. Snipes stated that all students do not have lunch at the same time and that there are three to four lunch periods per day, with approximately 330 to 489 students per period, depending on enrollment for the year. The recommended amount of time for lunch is 30 minutes in order to give students enough time to get and eat lunch as well as clean up. Mr. Snipes stated the current dining area is adjacent to the auditorium and the addition would be next to the current space.

Mr. Polster asked if this was a scheduling issue and when they begin and end lunch times.

Mr. Snipes stated that when to serve lunch for students is decided based on a number of factors and therefore may not meet one time feeding expectations.

Mr. Keever stated that there are a number of challenges to one time feedings and having all students in a common place at one time. He stated that it becomes a scheduling scenario relative to when classes are offered and when the breaks between classes take place. He asked to clarify if Mr. Polster was asking if the cafeteria would be able to accommodate one time feeding.

Mr. Polster asked how many feedings would take place if the addition were in place.

Mr. Snipes stated that the expansion is designed to address the facility being over capacity. He stated that core spaces are routinely evaluated as part of ongoing scheduling, maintenance, and renovation plans. He stated that in order to facilitate lunch for students in an expanded Jamestown High School without the addition to the cafeteria space, a fifth lunch may need to

be added.

Mr. Polster asked what drove the fifth feeding.

Mr. Snipes stated that it is based on enrollment increasing and the fifth lunch would happen if they cannot expand the cafeteria.

Mr. Polster asked how they got the amount of five feedings.

Mr. Snipes stated that he believes the educators included that number based on other factors, including scheduling, in addition to the population of students. Mr. Snipes stated that the request is also based on equity with the other schools and in order to give the students enough room to spread out.

Mr. Keever stated that Mr. Snipes is correct and that while primarily the space is for lunches during the day, that it also gives students more opportunity to spread out and provides additional space.

Mr. Polster asked if the cafeteria would then be utilized as classrooms.

Mr. Keever stated that the current cafeteria is not meeting their current needs and expanding the cafeteria allows them to better provide meal service, but also pre- and post-lunch allows them to utilize that space for instructional purposes.

Mr. Polster asked if that implies that the current instructional facilities are inadequate.

Mr. Keever stated that currently based on the building design at Jamestown High School there is not an opportunity to fully utilize the cafeteria space during lunch. He stated that the expansion would subsequently allow them to also utilize the space for instructional purposes.

Mr. Snipes stated that they would now answer questions on the Lafayette High School renovation. He stated that there are no additional facility additions in their 10-year CIP at the present time other than the renovation. He stated that it is specifically for the 900 building. He stated the 900 building is a separate building that was used as an auto body shop, nursing, and a kiln. Mr. Snipes stated that additional classrooms are needed to support growth and instructional needs at Lafayette High School. He stated the building has two classrooms for the division Learning Lab and the remainder of the building is a large storage area, fitness lab, wrestling room, and child development center only for small children. He stated the school needs classroom space, and the wrestling and fitness room. He stated that 25% of the building is currently being used by Child Development Resources (CDR); however, it will once again become instructional space when the CDR lease expires. Mr. Snipes stated that this space would allow for 200 more students based on enrollment projections.

Mr. Polster asked about the fitness lab and wrestling center.

Mr. Snipes explained the wrestling team would use the auxiliary gym, but that the fitness lab would likely remain in the 900 building.

Mr. Polster asked what the nine new classrooms would be used for.

Mr. Keever stated the instructional spaces would be multipurpose so they could be for any subject. He stated the classrooms would provide flexibility not currently had.

Mr. Polster asked why the school needs more room for more students.



Mr. Snipes responded that the enrollment numbers could change based on redistricting or other possibilities in the future.

Mr. Polster asked if the need for a new cafeteria and additional classrooms is due to equity if redistricting is also a possibility.

Mr. Snipes stated that he does not believe the superintendent believes the schools are currently equipped for that possibility right now.

Mr. Polster asked how Jamestown High School is over capacity with the addition of trailers.

Mr. Snipes stated that trailers are not included when calculating a school's capacity.

Mr. Snipes stated the current safety issue is that students have to exit the facility to attend any courses in the 900 building area. He stated the plan would be to connect the 900 building with the main building through an enclosure as part of the renovation.

Mr. Snipes stated that they would now answer questions on the Berkeley Middle School baseball field refurbishment. He stated that WJCC grounds maintenance is a shared service managed and conducted by the JCC grounds teams.

Mr. Polster asked why nothing has been done to repair or maintain the field.

Mr. Snipes stated that parts of the field are beyond repair. He stated that the need for a major renovation of the baseball field is based on the degradation of the fencing and fields over time. He stated this need is based on the Facility Condition Index done by an outside organization.

Mr. O'Connor stated that there are additional users of the baseball fields and that the middle school level starts to host competition.

Mr. Snipes stated that 42 full-time employees are needed so with the current staffing level of 19 full-time employees equates to a deficit of a 23 full-time employees.

Mr. Polster stated that he would be in support of ensuring they have the staff to maintain the field.

There were no additional questions for Mr. Snipes and Mr. Keever.

Ms. Costello stated there were no more presentations.

Mr. O'Connor asked for Mr. Polster's and Mr. Krapf's thoughts on the library application.

Mr. Krapf stated that it would have been helpful to have a breakdown of the cost for the different options. He stated there was a lot of crossover in the discussion and that he would need to go back over the packet before coming to any firm conclusions.

Mr. Polster stated that he did not think they could rank a multimillion dollar project without a recommendation from the Library Board.

Mr. O'Connor asked Ms. Costello if the BOS or County Administrator would be able to provide some additional insight. He stated that it was a large investment to make at a sight with so many issues and that he would like to know how much the County would be responsible for in a shared facility. He stated that if the library is an economic driver for the City of Williamsburg then it may be something that JCC should invest in utilizing as an economic driver for businesses in JCC. Mr. O'Connor stated that he would score the two possibilities for the

project very differently as well.

Mr. Polster asked if there were any additional questions.

There were none.

**F. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn.

The motion passed 3-0.

Mr. Polster adjourned the meeting at approximately 5:30 p.m.

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 23, 2021**  
**5:30 PM**

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**A. CALL TO ORDER**

1. This SPECIAL MEETING of the POLICY COMMITTEE will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/93463056066> or call 301-715-8592 and enter the meeting ID 934 6305 6066. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to [community.development@jamescitycountyva.gov](mailto:community.development@jamescitycountyva.gov), or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

Mr. Frank Polster called the meeting to order at approximately 5:30 p.m.

**B. ROLL CALL**

1. Virtual Meeting Resolution

Mr. Polster presented the resolution.

Mr. Rich Krapf made a motion to Adopt the electronic meeting resolution.

The motion passed 4-0.

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Rob Rose

Staff:

Paul Holt, Director, Community Development

Tammy Rosario, Assistant Director, Community Development

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

Grace Boone, Director, General and Capital Services

Joanna Ripley, Assistant Director, General Services Department

Steve Rubino, Interim Police Chief

Jeff Hicklin, Police Lieutenant

Shawn Gordon, Chief Civil Engineer

**C. MINUTES**

There were no minutes.

#### **D. OLD BUSINESS**

##### **1. FY2022 - FY2026 Capital Improvements Program Review**

The Policy Committee members discussed the Berkeley Middle School baseball field restoration

Ms. Terry Costello stated that representatives from the Police Department, General Services, and Community Development were present to answer questions about their Capital Improvements Program (CIP) requests. She stated that representatives from Financial and Management Services (FMS) were also present to answer general budget questions.

Mr. Steve Rubino stated that they would begin discussing the Firing Range Expansion request. He stated that there is no formal parking area and described the location for the clearing areas as well as the distances of different sites at the range.

Mr. Tim O'Connor stated that the location of the firing range is a downward slope and that anything they can do to help ensure the general public does not accidentally make it down to the range will be a good thing.

Mr. Rubino stated that they would begin discussing the Covered Parking for Specialty Vehicles and Trailers request. He stated that the reason solar panels on the roof of the structure were not included was due to the County's ongoing evaluation.

Ms. Grace Boone stated that the County is considering solar and that they are currently in the information gathering stage. She stated that they are looking at multiple renewable energy possibilities.

Mr. Polster stated that he would like the price of the solar included in the request's budget.

Ms. Cheryl Cochet stated that they will be reviewing the renewable energy costs.

Mr. Tim O'Connor asked what types of equipment would be stored under the covered parking.

Mr. Rubino stated that the covered parking would not be for personal vehicles or squad cars. He stated that the department has trailers filled with different kinds of equipment, SWAT vehicles, radar equipment, and visual signs. He stated that leaving this equipment out in the weather reduces its life and creates issues that General Services has to attempt to fix.

There were no further questions for the Police Department.

Mr. Shawn Gordon stated that they would begin discussing the new General Services Administration Building request.

Mr. Polster asked about the design year for the solar panels.

Mr. Gordon stated that the year would be FY2022.

Mr. Gordon stated that the County is currently in the second stage of the space needs assessment and working on the master plan. He stated that they are currently looking at the different options to accommodate identified needs.

Mr. O'Connor stated that he was concerned they were going to build a facility that would be inadequate in a few years and wants to ensure they are funding with future capacities in mind.

Mr. Gordon stated that General Services is unique in that they have many divisions that do not require an office space. He stated that for this reason it does not make sense to collocate all of their divisions in one facility.

Ms. Boone stated that the facilities master plan is targeted to be completed by July so they will have the opportunity to evaluate their needs before going into the design stage.

Mr. Paul Holt stated that the consultant the County brought on understood the needs for not only office space but also atypical operational needs. Mr. Holt stated that the same population control totals used in the Comprehensive Plan were also used in the space needs assessment. Mr. Holt stated the consultants did a good job in managing the expectation of maintaining consistent levels of service. He stated that the County has done a good job of having a methodology for what future needs will be.

There were no further questions for General Services.

Mr. Holt presented the Transportation Match. He stated that the Transportation Match is not to fund one improvement over another and instead provides the local funding to match state and federal funding sources.

Mr. Rose asked about bike and pedestrian mobility.

Mr. Holt explained that the County includes and prioritizes bike and pedestrian mobility.

Ms. Tammy Rosario presented the Open Space Match request.

The Committee discussed the Open Space Match request including additional need for developing priorities.

There were no further questions for Community Development.

Ms. Costello asked the Committee to determine if its rankings had changed at all.

The Committee discussed the ranking process and concluded it would review its rankings.

Mr. O'Connor asked if it would be possible to separate the library's request into two for the ranking.

Ms. Costello stated she had reached out to County Administration and found out the two options are still under consideration which required more negotiation and evaluation. She stated the guidance for the Committee is to encourage evaluation of the library's request as a general expansion of facilities and focus on the overall benefit and need for their expanded services.

Mr. Polster asked if they could split the library application.

Mr. Holt stated he would recommend the Committee rank the application as currently presented and consider sending a narrative along with the rankings to the Board of Supervisors.

Mr. Polster stated that it bothers him they are asking the Committee to choose an option.

Mr. Holt stated he would see if he could get any additional information.

The Committee discussed the library request's different economic benefits to the City of Williamsburg and James City County.

Mr. Holt recommended focusing their evaluation of the ranking on the important services provided by the library for the community.

**E. NEW BUSINESS**

There was no new business.

**F. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 6:45 p.m.

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 2, 2021**  
**5:30 PM**

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**A. CALL TO ORDER**

1. This meeting will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and readopted on September 8, 2020. The meeting will be accessible through a Zoom audio meeting. Please go to <https://zoom.us/j/91445122320> or call 301-715-8592 and enter the meeting ID 914 4512 2320. Citizen comments may be submitted via US Mail to the Planning Commission Secretary, PO Box 8784, Williamsburg, VA 23187, via electronic mail to [community.development@jamescitycountyva.gov](mailto:community.development@jamescitycountyva.gov), or by leaving a message at 757-253-6750. Comments must be submitted no later than noon on the day of the meeting. Please provide your name and address for the public record.

Mr. Frank Polster called the meeting to order at approximately 5:30 p.m.

**B. ROLL CALL**

1. Virtual Meeting Resolution

Mr. Frank Polster presented the resolution.

Mr. Rich Krapf made a motion to Adopt the electronic meeting resolution.

The motion passed 4-0.

Present:

Frank Polster, Chair

Rich Krapf

Tim O'Connor

Rob Rose

Staff:

Ellen Cook, Principal Planner

Terry Costello, Deputy Zoning Administrator

John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

**C. MINUTES**

There were no minutes.

**D. OLD BUSINESS**

1. FY 2022 - FY 2026 Capital Improvements Program Review

Mr. Polster asked if Ms. Terry Costello had received any additional guidance on the library

request or from the schools.

Ms. Costello stated she had received some information on projections from the schools that she shared with the Committee.

Ms. Costello stated that this meeting is to confirm the final scoring and ranking recommendations of the Committee. She stated that these would be forwarded to the Planning Commission and Board of Supervisors (BOS) as part of their budget discussions. Ms. Costello asked if there were any questions.

There were no questions for Ms. Costello.

The Committee discussed and agreed to finalize the ranking of the top 10 items. The Committee asked Ms. Costello to put together the memorandum.

Ms. Costello agreed.

The Committee discussed the ranking of the library and agreed they would have preferred to have been given a more solidified option as the request.

Mr. Polster stated support of recommending the library solidify the patron's location preference.

The Committee discussed the Warhill Auxiliary Gym request and how it will serve the community. The Committee agreed to leave it ranked eleventh.

The Committee discussed the General Services Administration Building and Covered Parking for Specialty Vehicles and Trailers requests, including the possibility for the addition of solar panels and energy efficiencies in the future.

Mr. O'Connor asked if the certification was necessary and if there is a benefit to spending the extra money in the certification process.

Mr. Polster stated that in his perspective it aligns with the Comprehensive Plan.

Mr. Polster suggested swapping the Baseball Field Refurbishment and the New James City County Library Branch in the rankings.

The Committee discussed the two requests and ultimately decided to not change the rankings.

The Committee discussed the memorandum and the needs of the Williamsburg-James City County Schools.

The Committee discussed possible changes to the ranking system in future years to make it easier for Committee members.

The Committee discussed their hopes and areas of concern regarding the Open Space Match application.

The Committee discussed reviewing the items they wished to note in the draft memorandum prepared by Ms. Costello.

There was no further discussion.

## **E. NEW BUSINESS**



There was no new business.

**F. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

Mr. Polster adjourned the meeting at approximately 6:30 p.m.