

**MINUTES**  
**JAMES CITY COUNTY PLANNING COMMISSION**  
**SPECIAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg VA 23185**  
**March 19, 2018**  
**6:00 PM**

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**A. CALL TO ORDER**

Mr. Rich Krapf called the meeting to order at 6:02 p.m.

**B. ROLL CALL**

**Planning Commissioners Present:**

Rich Krapf  
Tim O'Connor  
Danny Schmidt  
Jack Haldeman  
Frank Polster  
Julia Leverenz

**Planning Commissioners Absent:**

Heath Richardson

**Staff Present:**

Paul Holt, Director of Community Development and Planning  
Savannah Pietrowski, Senior Planner  
Max Hlavin, Assistant County Attorney

**C. ANNUAL ORGANIZATION MEETING**

1. Election of Officers

Mr. Krapf stated that the first position to be filled is Planning Commission Chair.

Mr. Krapf opened the nomination period.

Mr. Tim O'Connor nominated Mr. Heath Richardson for Planning Commission Chair.

As there were no further nominations, Mr. Krapf closed the nomination period.

On a voice vote the Commission elected Mr. Richardson as the 2018 Planning Commission Chair (6-0).

Mr. Krapf stated that the next position to be filled is Planning Commission Vice Chair.

Mr. Krapf opened the nomination period.

Mr. O'Connor nominated Mr. Danny Schmidt for Planning Commission Vice Chair.

As there were no further nominations, Mr. Krapf closed the nomination period.

On a voice vote the Commission elected Mr. Schmidt as the 2018 Planning Commission Vice Chair (6-0).

Mr. Krapf stated that in accord with the Planning Commission Bylaws, the new officers would take their places at the April 4, 2018 Planning Commission meeting.

Mr. Krapf further noted that assignments for the Policy Committee and Development Review Committee (DRC) would be made prior to the April 4, 2018 Planning Commission meeting.

2. Proposed Calendar for 2018-2019

Mr. Paul Holt, Director of Community Development and Planning, stated that the Commission has before them the proposed calendar for the remainder of 2018 through the Commission's Organizational meeting on March 18, 2019. Mr. Holt noted that the dates provided 2019-2020 were for placeholder purposes. Mr. Holt noted that the general schedule format continues to be the same as previous years with the Planning Commission meeting on the first Wednesday of each month, the Policy Committee meeting on the second Thursday of each month and the DRC meeting on the third Wednesday of each month. Mr. Holt noted that both the Policy Committee and DRC meetings start at 4:00 p.m. Mr. Holt further noted that based on guidance from the Commission, the Planning Commission meetings would start at 6:00 p.m. beginning with the April 4, 2018 meeting. Mr. Holt noted that a Work Session with the Board of Supervisors is anticipated for May 22, 2018 at 4:00 p.m. Mr. Holt further noted that the July 2018 Planning Commission meeting will be held on Tuesday, July 3, due to the July 4 holiday falling on Wednesday.

Mr. Holt stated that the Commission also has before them a resolution to adopt a Weather Continuation Date to account for instances where the Commission cannot meet due to inclement weather. Mr. Holt stated that the resolution fixed that date to the Monday following the regularly scheduled Commission meeting. Mr. Holt stated that in accord with State Code, the resolution will be published in the paper prior to the April 4, 2018 Planning Commission meeting.

Mr. Jack Haldeman made a motion to adopt the Weather Continuation Date resolution.

On a voice vote the Commission voted to adopt the Weather Continuation Date resolution (6-0).

Ms. Julia Leverenz made a motion to adopt the 2018-2019 Calendar.

On a voice vote the Commission voted to adopt the 2018-2019 Calendar (6-0).

**D. PUBLIC COMMENT**

Mr. Krapf opened Public Comment.

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

**E. PUBLIC HEARING**

1. Fiscal Year 2019-2023 Capital Improvements Program

A motion to Approve was made by Jack Haldeman and the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Haldeman, Krapf, Leverenz, O'Connor, Polster, Schmidt

Absent: Richardson

Ms. Savannah Pietrowski, Senior Planner, stated that after a series of meetings to discuss and evaluate the Capital Improvements Program (CIP) requests, the Policy Committee is forwarding its recommendations for the Fiscal Year 2019-2023 CIP for Planning Commission consideration. Ms. Pietrowski stated that this year there was a total of 26 projects submitted for consideration by the Policy Committee: 13 from James City County departments and 13 from Williamsburg-James City County (WJCC) Schools. Ms. Pietrowski stated that the projects total \$83.96 million, with \$7.52 million of that total identified for Fiscal Year 2019.

Ms. Pietrowski stated that Policy Committee members used a standardized set of ranking criteria to prioritize each of the potential projects. Ms. Pietrowski stated that individual Committee member scores were then averaged to generate the final project score and priority number.

Ms. Pietrowski stated that the top five priorities identified by the Policy Committee were: Stormwater neighborhood drainage improvements, Buses for James Blair Middle School, transportation match, Lafayette High School exterior sewer line replacement and the James City County Marina.

Ms. Pietrowski stated that at its March 8, 2018 meeting, the Policy Committee unanimously recommended forwarding these priorities to serve as a recommendation to the Board of Supervisors.

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

Mr. Krapf opened the Public Hearing.

Mr. Jay Everson, 103 Branscome Blvd., addressed the Commission in support of the CIP recommendations as ranked by the Policy Committee. Mr. Everson requested that the Commission approve the priorities as ranked by the Policy Committee.

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

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

Mr. O'Connor thanked the Policy Committee for its work on reviewing the applications and developing the list of priorities. Mr. O'Connor noted that the WJCC Schools have moved the school expansion projects back by a year and that they are in the process of developing a five-year Strategic Plan. Mr. O'Connor inquired if the Policy Committee was comfortable with the status of the WJCC Schools projects.

Mr. Haldeman stated that he has reviewed the data on school enrollment, both past and present. Mr. Haldeman stated that he does not believe the needs can be predicted accurately long term. Mr. Haldeman noted that the WJCC Schools do update the data yearly to include the most recent data on population and the number of children enrolled. Mr. Haldeman stated that it does not appear, based on the data, that there is a need for expansion in the next two years.

Mr. Haldeman made a motion to forward the list of CIP priorities with the Policy Committee's additional notes to the Board of Supervisors.

On a roll call vote, the Commission voted to forward the list of CIP priorities with the Policy

Committee's additional notes to the Board of Supervisors (6-0).

**F. PLANNING COMMISSION DISCUSSION AND REQUESTS**

Mr. Krapf noted that Mr. Schmidt would be the Commission's representative to the Board of Supervisors for April.

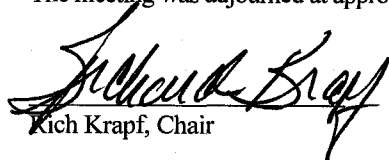
Mr. Krapf stated that the varied backgrounds, experiences and skills set of the Commissioners made for well-informed discussions for the land use cases and other matters that came before the Commission. Mr. Krapf thanked the Commission members for their thoughtful decisions and their support during his term as Planning Commission Chair.

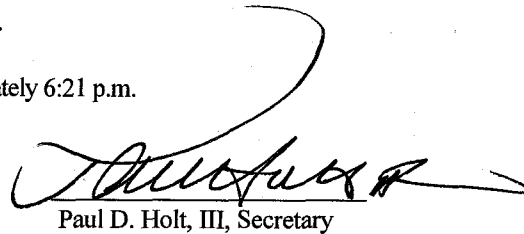
Mr. Holt stated that over the last years, the CIP process has been refined through the efforts of staff, the Policy Committee and the WJCC Schools. Mr. Holt thanked the WJCC School Board and staff for their efforts to coordinate their requests and process with the County's CIP review.

**G. ADJOURNMENT**

Mr. Haldeman made a motion to adjourn.

The meeting was adjourned at approximately 6:21 p.m.

  
Rich Krapf, Chair

  
Paul D. Holt, III, Secretary