

**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**

---

**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@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 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. Fowlers 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**

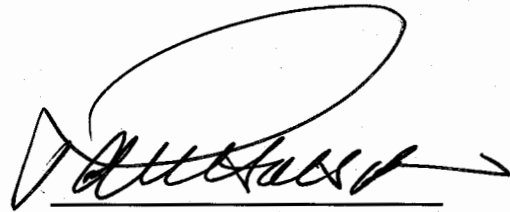
Mr. Krapf made a motion to Adjourn.

The motion passed 3-0.

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

A handwritten signature in black ink, appearing to be 'F. Polster', written over a horizontal line.

Mr. Frank Polster, Chair

A handwritten signature in black ink, appearing to be 'P. Holt', written over a horizontal line.

Mr. Paul Holt, Secretary