

**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**

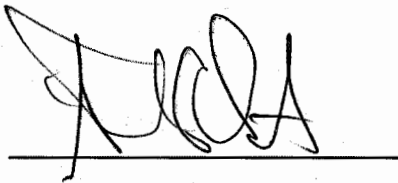
There was no new business.

**F. ADJOURNMENT**

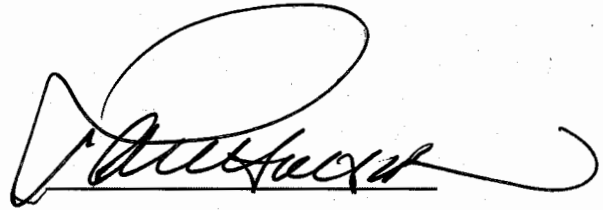
Mr. Krapf made a motion to Adjourn.

The motion passed 4-0.

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

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

Mr. Frank Polster, Chair

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

Mr. Paul Holt, Secretary