

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building F Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 17, 2022
4:00 PM

A. CALL TO ORDER

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

B. ROLL CALL

Present:

Frank Polster, Chair
Rich Krapf
Tim O'Connor

Absent:

Jack Haldeman

Staff:

Ellen Cook, Principal Planner
Josh Crump, Principal Planner (Virtual)
Terry Costello, Senior Planner
Paxton Condon, Community Development Assistant
Cheryl Cochet, Assistant Director, Financial and Management Services (FMS) Department (Virtual)
Margo Zechman, FMS Senior Budget and Accounting Analyst (Virtual)
Betsy Fowler, Director, Williamsburg Regional Library
Toni Small, Director, Stormwater and Resource Protection Division
Rebecca Vinroot, Director, Social Services Department
Andrew Fletcher, Administrative Services Manager, Social Services
Grace Boone, Director, General and Capital Services Department
Shawn Gordon, Chief Civil Engineer, General Services
Joanna Ripley, Assistant Director, General Services
Chris Johnson, Director, Economic Development Office

C. MINUTES

1. Minutes of the September 9, 2021 Meeting

Mr. Rich Krapf made a motion to Approve the September 9, 2021, meeting minutes.

The motion passed 3-0.

D. OLD BUSINESS

1. FY2023 - FY2027 Capital Improvements Program Review

Ms. Terry Costello thanked everyone for being present at the meeting. She stated that as part of the review for the Fiscal Year (FY) 2023-2027 Capital Improvements Program (CIP) requests the Policy Committee would rank each request in accordance with the Comprehensive Plan and the ranking criteria and provide a list of its priorities to the Board of Supervisors (BOS). She stated that there are four divisions present to answer questions and

that at the February 24 meeting Economic Development, Community Development, Parks & Recreation, and Williamsburg-James City County Schools would be present to answer questions.

Ms. Joanna Ripley stated that she would address the questions the Committee submitted to General Services. With regard to the General Services Administration Building, she stated that there is not currently a floorplan since the previous one no longer met current staffing levels.

Mr. Tim O'Connor asked about the different rooms in the inventory listing.

Ms. Grace Boone stated that the building combines Field and Office staff. She stated that there will be training and warmup rooms.

Ms. Ripley stated that in General Services they have very few staff eligible for telework and do not foresee being able to utilize that for space saving. Ms. Ripley stated that the County does not typically have unused office space. She stated that as soon as offices become vacant, they are usually filled.

Mr. Polster asked if solar had been considered for the Covered Parking project for the Police vehicles and equipment.

Ms. Ripley stated that due to staffing shortages General Services had not been able to complete an Request for Information (RFI) for adding solar panels to the facilities. She stated that staff is continuing to research and pursue solar panels.

Mr. Krapf asked if long-term leasing facilities or other alternatives to building a new General Services Administration Building had been looked at as well.

Ms. Boone stated that leases had not been looked at. She stated that it was very important to them to be able to be on the same site as their Field to avoid losing the collaboration provided.

Mr. Polster asked to clarify if solar panels would be added to the Covered Parking project.

Mr. Shawn Gordon stated that the facility would be a prefabricated building and that solar panels could be added in the future.

Ms. Boone stated General Services would gather additional information for Mr. Polster.

Ms. Rebecca Vinroot stated that she would address the questions the Committee submitted for Social Services. With regard to the Human Services Center Renovations application, she stated that telework is beneficial, but that Social Services staff also gets a significant amount of support from being in the office, so she does not foresee having large number of staff teleworking on a permanent basis.

Ms. Vinroot, Director of Social Services, stated that she would like to see Social Services move into the space currently occupied by Olde Towne Medical and Dental Center when its lease ends. She stated that she would like to see more space available for family visits since right now Social Services currently has to find space in the community.

Mr. Polster asked to clarify the plan for the Human Services consolidation.

Ms. Vinroot stated that once Olde Towne Medical and Dental Center vacates its current space the intention is to consolidate all of Human Services including Housing into the one building. She stated the main need with their application is to revamp the current building to meet the needs of Human Services.

Mr. Krapf asked how much Olde Towne Medical and Dental Center would be taking, such as furniture or fittings, when its lease ends.

Ms. Vinroot stated that Olde Towne Medical and Dental Center would only be taking what it had purchased, which was mostly medical equipment Social Services would not need.

Mr. Krapf asked if the parking would meet their updated needs.

Ms. Vinroot stated that it would.

Ms. Boone explained that while General Services has been doing some minor work to the building in past years, they have not been doing any major changes in anticipation of this renovation in the future.

Ms. Toni Small, Director of Stormwater and Resource Protection Division (SRP), stated that she would address the questions the Committee submitted for SRP. Ms. Small stated that she received the Committee's request for an explanation of certain CIP projects. Ms. Small summarized a few of the watershed management and retrofit plans. Ms. Small stated SRP's five-year MS4 permit from the Department of Environmental Quality (DEQ) is going to expire in the fall of 2023 and that the department is preparing for the next five-year permit. Ms. Small explained the stream restoration project maintenance and repair projects as well as next steps. She stated that the Route 5 flood mitigation study would be better described as a flood study for the Powhatan Creek watershed.

The Committee and Ms. Small discussed additional requirements from the DEQ and the impacts of the SRP projects.

Ms. Betsy Fowler stated that she would address the questions the Committee submitted for Williamsburg Regional Library (WRL). With regard to the application for a new branch or new joint library, Ms. Fowler stated everyone seems to be in agreement that a new library facility is needed. She stated that a consultant was hired to determine what would be needed for a joint facility. She stated that the City of Williamsburg was not interested in participating if the location changed from the current location downtown. She stated that an alternative location possibility option was explored as well. She stated that her impression is that the City Manager wants the new public library at the existing site, and that the City of Williamsburg has set \$8 million aside for the project. She stated that the County Administrator seemed willing to discuss it, but is consulting with the BOS for how they would like to proceed. She stated that the Williamsburg Regional Library Board of Trustees, at their January meeting, made a motion that the current location would be the ideal choice. She stated that Williamsburg Regional Library Board of Trustees noted a citizen survey preferring the current location and that it is an established site.

Ms. Fowler stated that the Stryker Center is a public building that the City of Williamsburg owns that the WRL uses for overflow. She stated that if a new building is built, the library might be able to link with the Stryker building. She stated that there are currently 88 available parking spaces and additional parking options in the surrounding area. She stated that underground parking has been proposed and possibly an additional parking garage.

Mr. Krapf asked if the popularity of eBooks and virtual meetings might decrease the amount of space needed for the library.

Ms. Fowler stated that the consultant took those trends into account and while the WRL does not need as much additional space for book collections; however, there is a need for additional space for creation space, digital labs, recording spaces, collaboration spaces, and similar uses.

Mr. Krapf stated that there are still a lot of unanswered questions that make it hard to rank the project.

Ms. Fowler stated that she is hopeful about receiving more guidance in the near future. She stated that the WRL also received updated numbers from the architect in December.

Mr. O'Connor asked if Ms. Fowler thinks there is any benefit to building a new building and also opening the new facility in Grove.

Ms. Fowler stated that the WRL is still open to suggestions. She stated that for the Grove facility the vision is a neighborhood library that would have a children's materials collection and would be designed to meet the needs of the local population. She stated that the library put programming together to meet the needs of the Grove community, but have a hard time finding local space to provide those services. She stated that the library needs a structure to utilize. She stated that she does not think that a Grove facility could meet the square footage needed for the main library.

Mr. O'Connor asked about the parking needs for a new facility.

Ms. Fowler stated that the Williamsburg Regional Library Board of Trustees would like to co-locate the library with new Parks & Recreation amenities so that parking spaces could be shared as well.

Mr. Polster asked Ms. Fowler if she could return to the Planning Commission meeting with an update.

Ms. Fowler stated she would be happy to return.

The Committee and Ms. Fowler discussed additional possibilities and services the library offers.

Mr. Polster stated that at this point the Williamsburg Regional Library Board of Trustees needs more guidance from the BOS and the City of Williamsburg.

Mr. O'Connor stated that the Committee also needed more information regarding a solution for the library parking.

Ms. Fowler stated that she agrees about the parking and that the WRL hopes for an approach that allows free parking to be available since paid parking would be a barrier to access for the library.

Ms. Fowler stated that the library playground application would be all donor funded. She stated that it is listed as a CIP project due to the need for staff time from Ms. Boone and Mr. Gordon.

E. NEW BUSINESS

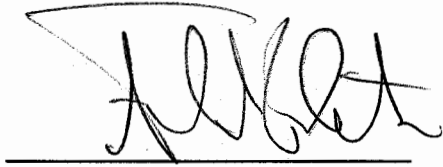
There was no New Business.

F. ADJOURNMENT

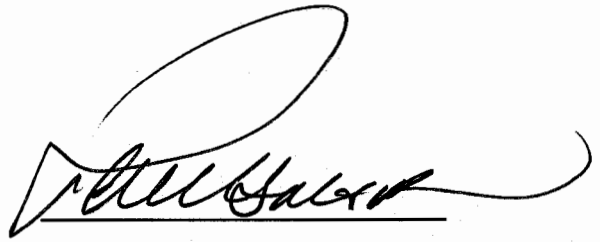
Mr. Krapf made a motion to Adjourn.

The motion passed 3-0.

Mr. Polster adjourned the meeting at approximately 5:05 p.m.

A handwritten signature in cursive script, appearing to read "F. Polster", written above a horizontal line.

Mr. Frank Polster, Chair

A handwritten signature in cursive script, appearing to read "P. Holt", written above a horizontal line.

Mr. Paul Holt, Secretary