

**A G E N D A**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 8, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MINUTES**

1. February 8, 2018 Meeting Minutes
2. February 15, 2018 Meeting Minutes
3. February 22, 2018 Meeting Minutes

**D. OLD BUSINESS**

1. FY 2019-2023 Capital Improvements Program (CIP) Review

**E. NEW BUSINESS**

**F. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 3/8/2018  
TO: The Policy Committee  
FROM: Paul D. Holt, III, Secretary  
SUBJECT: February 8, 2018 Meeting Minutes

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**ATTACHMENTS:**

	Description	Type
☐	February 8, 2018 Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	3/1/2018 - 4:05 PM
Policy	Holt, Paul	Approved	3/2/2018 - 8:21 AM
Publication Management	Burcham, Nan	Approved	3/2/2018 - 8:24 AM
Policy Secretary	Secretary, Policy	Approved	3/2/2018 - 8:40 AM

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 8, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

Present:

Jack Haldeman, Chair

Danny Schmidt

Heath Richardson

Absent:

Rich Krapf

Staff:

Paul Holt, Planning Director

Ellen Cook, Principal Planner

Tammy Rosario, Principal Planner

Jose Ribeiro, Senior Planner II

Roberta Sulouff, Senior Planner

Alex Baruch, Planner

Tom Leininger, Community Development Assistant

Maxwell Hlavin, Assistant County Attorney

Sharon Day, Assistant Director Financial and Management Services (FMS)

Jeffrey Wiggins, Budget and Accounting Analyst, FMS

**C. MINUTES**

There were no minutes.

**D. OLD BUSINESS**

1. ZO-0002-2018 and SO-0002-2018. Zoning and Subdivision Ordinance Amendments for Bicycle and Pedestrian Accommodations and Traffic Impact Analysis - Stage II

Mr. Jack Haldeman opened the discussion.

Ms. Roberta Sulouff stated that, as discussed during the September Policy Committee, transportation impacts formerly addressed in the proffer process are generally assessed under three administrative policies: the Pedestrian Accommodations Master Plan, the Regional Bike Facilities Plan and the Traffic Impact Analysis (TIA). She stated that pedestrian accommodations are already required in the Zoning Ordinance for all administrative cases with some exceptions and exemptions. She stated that staff has drafted Zoning and Subdivision Ordinance amendments to extend those requirements, waivers and exemptions to bicycle

facilities. She stated that most transportation improvements commonly identified through the TIA policy cannot be addressed through master plans or other administrative requirements, as many of those improvements are considered off-site. She stated that staff has recommended the addition of Ordinance language that explicitly addresses the Virginia Department of Transportation and other agencies' roles in the site plan and subdivision approval process. She stated that staff is recommending the addition of an adequate facilities test to provide clarity on how the policy can be used on cases without Special Use Permit (SUP) or proffer conditions. She stated that the policy is to be taken into consideration during the recommendation process. She stated that staff will use the Policy Committee's input to finalize draft language.

Mr. Danny Schmidt stated that he was comfortable with the process.

Mr. Heath Richardson stated that the process has been streamlined.

Mr. Alex Baruch stated that at the next meeting, staff can have final Ordinance language based off of today's meeting in a strikethrough format to be passed on to the Planning Commission (PC).

Mr. Richardson asked if changes can still be made.

Mr. Baruch confirmed and stated that any changes can be emailed to him.

Mr. Haldeman asked if there were any other comments.

There were no more comments or questions.

2. ZO-0003-2018/SO-0003-2018. Zoning and Subdivision Ordinance Amendments for the Archaeological Policy

Mr. Haldeman opened the discussion.

Ms. Ellen Cook stated that there were changes to the Archaeological Policy and Natural Resource Policy since the packet went out and after communicating with the County Attorney's Office. She stated that there are more options for the Policy Committee consideration. She stated that the first option is to continue with the current situation and have the policy apply to SUPs and non-residential rezonings and not residential rezonings. She stated that the second option is to create an overlay district. She stated that for natural heritage resources overlay district would be based on the sensitive areas of the B-1, B-2 and B-3 natural areas in the County. She stated that for archaeology, the overlay would be based on known sites or sensitive areas.

Mr. Paul Holt stated that an overlay district would be added to the zoning of the property and have additional requirements.

Mr. Schmidt asked if the overlay district would only apply to the areas that are known to have sensitive areas.

Mr. Holt confirmed.

Ms. Cook stated that the third option would add a requirement to complete and submit a phase one study for archaeology or an initial species inventory for natural heritage to the submittal requirements. She stated that language could be added to require further studies or management plans if recommended by the phase one study or initial species inventory. She stated that the further studies would need to be completed before obtaining a land disturbing permit. Ms. Cook stated that the fourth option would apply to all development plans and that

the studies would be applied to all site plans. She stated that the third option applies to legislative cases and the fourth option applies to all development cases. She stated that the fifth option repeats the idea of the fourth option, but excludes certain uses from going through the studies.

Mr. Richardson asked what uses would be excluded.

Ms. Cook stated that the specific uses have not been determined, but an example could be a building under a certain amount of square footage.

Ms. Cook stated that the sixth option would apply the requirements to certain zoning districts.

Mr. Holt stated that smaller site plan amendments may not have to go through the requirements for natural resource or archaeological studies.

Mr. Richardson asked if option three and four could be combined.

Ms. Cook stated that option four would include everything that option three would include. She stated that option five is less restrictive than option four.

Mr. Schmidt stated that he would be more comfortable with a hybrid of several options to avoid being too restrictive on single-family homes and smaller development projects. He stated that the history of the County is important to keep in mind when deciding which options to use.

Mr. Haldeman asked if phase one studies are currently required for rezonings and SUPs.

Ms. Cook confirmed, but the County does not accept proffers for residential rezonings.

Mr. Haldeman asked if options three and four apply to residential rezonings.

Ms. Cook confirmed.

Mr. Schmidt stated that there are a lot of areas in the County that have already gone through the phase one study.

Mr. Holt confirmed. He stated that if the Policy Committee looks into option four, it should also look into option five to potential exclude certain uses.

Mr. Richardson asked what the advantages were of an overlay district.

Mr. Holt stated that an overlay is property specific.

Mr. Richardson stated that option two potentially would not be a good fit for the County due to the history of the area.

Mr. Schmidt stated that there is always a possibility of finding a site that was previously unknown.

Mr. Richardson asked if the Policy members wanted to remove options one and two.

Mr. Haldeman stated that he felt option four was his best option because it covers all uses and zones.

Mr. Richardson asked if there were any gains from a legal perspective by going with option five.

Mr. Maxwell Hlavin stated that certain categories can be excluded to make the process more user friendly.

Mr. Richardson stated that a draft list of uses that could be excluded would help members make the decision regarding which option to go forward with.

Mr. Holt stated staff will communicate with the Board of Supervisors (BOS) to receive direction on how it wants staff to proceed with the Zoning Ordinance amendments and a timeline.

Mr. Haldeman asked if the process would be to make a recommendation to the PC and the PC makes a recommendation to the BOS.

Mr. Holt stated that there is no deadline as to when these ordinance changes need to go to the PC. He stated that having conversations with the BOS beforehand will keep the topic fresh in their minds.

Mr. Schmidt stated that creating an overlay district could require a reassessment of the County to accurately define sensitive areas.

Mr. Haldeman asked if there were any more comments.

There were no more comments.

3. ZO-0001-2018 and SO-0001-2018. Zoning and Subdivision Ordinance Amendments for the Natural Resource Policy

Item number three was discussed in combination with item number two. Please see above.

## **E. NEW BUSINESS**

1. FY2019-2023 Capital Improvements Program

Mr. Haldeman opened the discussion.

Ms. Tammy Rosario stated that this meeting is the kickoff to the Capital Improvements Program (CIP) review process. She stated that the Policy Committee reviews CIP requests annually and recommends their priorities to the BOS. She stated that in accordance with the Code of Virginia, the PC evaluates the applications and how they relate to the comprehensive plan. She stated that the BOS considers the PC's rankings in its final budget. She stated that over time the Policy Committee has refined its process for ranking projects. She stated that staff has outlined a three-step process and that today is for broad questions for staff and Financial and Management Services (FMS). She stated that staff is looking for recommendations on which departments to invite for discussions on specific projects.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) Schools should be invited.

Mr. Jose Ribeiro stated that at this meeting, the Policy Committee can identify the questions for the specific departments in advance.

Mr. Haldeman stated that he had questions on many of the projects ranging from specific to more general.

Ms. Rosario asked if there were other questions for WJCC Schools and if there was any missing information.

Mr. Richardson stated that WJCC Schools administration had their CIP plan reviewed and approved by the School Board. He stated that he would like a member from WJCC Schools to provide information on how the list of projects were generated.

Ms. Sharon Day stated that the CIP requests from WJCC Schools match the list in its adopted CIP plan. She stated that a question regarding their process would need to be answered by someone from WJCC Schools.

Mr. Rosario stated that the process taken to generate the list was the same process as last year.

Ms. Day stated that WJCC Schools were required to fill out the same CIP application form as everyone else to keep consistency throughout the process.

Mr. Richardson asked what process WJCC Schools used to generate the list.

Mr. Holt stated that the School Board prioritizes the list and WJCC Schools submits the same requests with FMS. He stated that staff worked with the School Board to better match its process with the Policy Committee.

Mr. Richardson asked who would represent WJCC Schools.

Mr. Holt stated that Mr. Marcellus Snipes would be invited as he is the Director of Operations.

Mr. Richardson stated that he spoke with Mr. Snipes regarding the school entrance redesigns. Mr. Richardson asked what some of the details would be for the redesigns.

Mr. Holt stated that Mr. Snipes will be able to answer that question.

Mr. Haldeman asked if the Policy Committee needs to get into the specifics of the construction projects.

Mr. Holt stated that the previous year CIP process included a well and the Policy Committee used the time with WJCC Schools to ask about the importance of the well and if it was a safety issue. He stated that the Policy Committee can use the information to develop its rankings.

Mr. Haldeman stated that health and public safety is weighted at 15% which is less than quality of life and infrastructure. He asked if health and public safety should be weighted higher.

Ms. Rosario stated that the Policy Committee has the ability to change the weighting system if it desires.

Mr. Haldeman asked if there is time for this CIP process to change the weighting system.

Ms. Rosario responded that it could occur now if desired. She added that one consideration would be when the offset would be occur to increase health and public safety weight.

Mr. Richardson asked how many years the weighting system has been used.

Ms. Rosario stated that the system has been used longer than five years, but there has not been any modifications in the last four years.

Mr. Haldeman stated that he has emailed Mr. Rich Krapf about changing the weights of the categories. He stated that he will send an email out to the entire Planning Commission to make a decision next week.

Ms. Rosario stated that there is a special consideration category that can be used to influence the final recommendation. She stated that the special consideration category asks if the project is required to protect against an immediate health, safety or general welfare of the County.

Mr. Richardson stated that the special consideration helps bring the project addressing safety concerns to the top of the list.

Mr. Richardson stated that he would like Mr. John Carnifax, Director of Parks and Recreation, to answer questions.

Mr. Schmidt stated that he had questions regarding Jamestown Marina.

Ms. Rosario asked if the Policy Committee had more questions for Parks and Recreation.

Mr. Schmidt stated that he would like more information about the Jamestown Beach and the parking.

Mr. Haldeman stated he had questions regarding the Ambler House. He stated that he had concerns about ensuring the preservation of the house.

Mr. Schmidt stated that he does not always look at the cost of the project when making his rankings.

Mr. Richardson stated that he wanted to ask Mr. Carnifax regarding the ability to phase a large project such as the Ambler House.

Mr. Holt stated that Mr. Carnifax will be able to address that question.

Mr. Haldeman stated that his top priority was to address Columbia Drive because of the lower cost of the project.

Mr. Holt stated that the weighting system is a tool to create a prioritized list to send to the BOS. He stated that the Policy Committee gives its recommendation to the PC and the rankings can be adjusted to capture areas that the tool does not cover before giving the list to the BOS.

Ms. Rosario stated that the Ambler House and Columbia Drive are both projects under the Office of Economic Development.

Mr. Schmidt stated that Mr. Krapf had specific questions for the departments. Mr. Schmidt stated that he had a question regarding the number of visitors at the Jamestown Beach.

Mr. Haldeman stated that the Parks and Recreation Master Plan shows a deficit in certain areas of the County and also river access. Mr. Haldeman asked if these deficits could be brought to the CIP process.

Ms. Rosario stated that Mr. Carnifax will be able to help address the question. She stated that WJCC Schools, Parks and Recreation and the Office of Economic Development will be



scheduled to come to answer questions.

Mr. Schmidt asked if WJCC Schools had a contingency plan in place for the bus replacements.

Mr. Richardson stated that a similar question has come up in the past.

Mr. Holt asked how the Policy Committee wanted to divide up the next couple of meetings to ensure each department can hear the Committee's questions.

Mr. Richardson stated that he will be absent on February 15. He stated that he will be at the February 22 meeting.

Ms. Rosario stated that Mr. Krapf will be absent on February 22.

Mr. Haldeman stated that most of his questions would be directed toward WJCC Schools.

Mr. Schmidt stated that he would group Parks and Recreation and the Office of Economic Development together in one meeting. He stated that he had a few questions regarding the library. He asked if the library located in the City of Williamsburg had a solution regarding parking. He asked if the library in James City County on Croaker Road could be expanded.

Mr. Haldeman stated that Mr. Krapf expressed questions regarding the use of electronic books and how that related to physical space needs.

Ms. Rosario stated that the libraries offer several services such as computers and meeting spaces that also drive physical space needs.

Mr. Holt stated that the library director will be able to come in and answer the specific questions. He stated that WJCC Schools will be scheduled for one meeting with the other three departments scheduled together on the other meeting.

Mr. Haldeman asked if there were any other questions.

There were no more comments.

## 2. Annual Review of the Planning Commission Bylaws

Mr. Haldeman opened the discussion.

Mr. Holt stated that the Policy Committee initiates a review of its bylaws once a year. He stated that staff does not have any recommendations. He asked if there were any changes the Policy Committee would like done.

Mr. Haldeman stated that he does not have any changes.

Mr. Richardson stated that he did not have any changes.

Mr. Holt noted that there appears to be a consensus of the Policy Committee members present that no updates of the bylaws deemed necessary at this time. He stated that in March, the Policy Committee will have the opportunity to reflect on the CIP process and to make any changes to the process for next year.

Ms. Rosario stated that this is the first year that the CIP applications were submitted electronically and FMS/Planning worked closely with Information Technology to roll it out. She

stated that next year, staff will be pushing for the rankings to be submitted electronically as well.

Mr. Haldeman asked if there were any more questions.

There were no more questions.

**F. ADJOURNMENT**

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

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

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Mr Jack Haldeman, Chair

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Mr. Paul Holt, Secretary

**ITEM SUMMARY**

DATE: 3/8/2018  
TO: The Policy Committee  
FROM: Paul D. Holt, III, Secretary  
SUBJECT: February 15, 2018 Meeting Minutes

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**ATTACHMENTS:**

	Description	Type
☐	February 15, 2018 Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	3/1/2018 - 4:12 PM
Policy	Holt, Paul	Approved	3/2/2018 - 8:21 AM
Publication Management	Burcham, Nan	Approved	3/2/2018 - 8:25 AM
Policy Secretary	Secretary, Policy	Approved	3/2/2018 - 8:40 AM

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
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**February 15, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

Present:

Jack Haldeman, Chair

Danny Schmidt

Rich Krapf

Absent:

Heath Richardson

Staff:

Tammy Rosario, Principal Planner

Savannah Pietrowski, Senior Planner

Tom Leininger, Community Development Assistant

Sharon Day, Assistant Director Financial and Management Services (FMS)

Jeffrey Wiggins, Budget and Accounting Analyst, FMS

**C. MINUTES**

1. January 11, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the January 11, 2018, meeting minutes.

The motion passed 3-0.

**D. OLD BUSINESS**

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Jay Everson, 103 Branscome Boulevard, stated that he opposes the classroom expansion applications for \$110 million. He stated that the projections used by the Williamsburg-James City County (WJCC) Schools have been skewed to show more students than the actual enrollment. He stated that Colonial Heritage showed about 12% increase in growth in students. He stated that the projections are based on building permits and the average household size. He stated that the low enrollment projections are projected too low based on the number of homes without children.

Mr. Haldeman stated that there are 12 school applications. He asked if the Policy Committee

members had any questions.

Mr. Danny Schmidt asked if WJCC Schools have a plan if the funding does not get approved for the bus replacements.

Mr. Marcellus Snipes stated that the WJCC Schools are understaffed for bus driver positions, and drivers are required to double their routes. He stated that after the September enrollment, the number of students needing a bus ride to school typically decrease. He stated that the efficiency increases as the school year progresses. He stated that the bus routes are generated by a third party consultant. He stated that when James Blair Middle School was shut down and students were relocated to Hornsby Middle School, five additional buses were needed. He stated that it is difficult to determine where the students are going to come from each year with families moving over the summer and new families moving into the area.

Mr. Schmidt stated that the delays not only impact the students, but also impacts the parents.

Mr. Haldeman asked what the total student enrollment was for 2017-2018 school year.

Mr. Snipes stated that on September 30, the enrollment was 11,670 students.

Mr. Schmidt asked if there will be enough drivers to drive the buses if the project is funded.

Mr. Snipes stated that the WJCC Schools Human Resources Department has reduced the vacancies from 22 to six. He stated that WJCC Schools do not require families to live a certain distance from the school to be eligible to ride the bus. He stated that approximately 73% of elementary students ride the bus and approximately 35% of high schoolers ride the bus.

Mr. Haldeman stated that there have been 178 more students enrolled than projected.

Mr. Snipes stated that another enrollment total is calculated at the end of the school year.

Mr. Rich Krapf asked which projections are used for accessing capacity and capital requirements.

Mr. Snipes stated that the most likely projection is the number used to access future expansions.

Mr. Haldeman asked why the WJCC School Board Capital Improvements Program (CIP) is different than the CIP applications submitted to the Policy Committee.

Ms. Sharon Day stated that the replacement items were submitted as maintenance requests and not as new projects.

Ms. Tammy Rosario stated that the Policy Committee focuses on only new projects and not on the maintenance requests.

Mr. Haldeman stated that the Jamestown High School cafeteria would begin in 2020 and construction in 2021, Warhill High School Expansion begins in 2021 and construction in 2022 and Lafayette High School Expansion begins in 2022 and construction in 2023.

Mr. Snipes stated that the first year is used for design, which is typically 10% of the construction cost.

Mr. Haldeman asked if the enrollment totals lower, would the expansions be delayed until

enrollment increases.

Mr. Snipes stated that the School Board would delay the projects until the enrollment totals increase.

Mr. Krapf asked if the entrance redesigns include identification card entry, electronic locks and barriers.

Mr. Snipes stated that after Sandy Hook Elementary School shooting, members of the administration met to increase the safety of the school entries. He stated that the new entrances would prevent visitors from bypassing the office. He stated that the older schools need to be redesigned.

Mr. Schmidt asked what was included in the changes for Laurel Lane Elementary School.

Mr. Snipes stated that the entrance of the building is located on the side of the building and visitors are able to bypass the office of the building.

Mr. Schmidt stated that the Policy Committee has an opportunity to make the schools safer with the school entrance redesigns. He stated that he would rank these projects higher because of the health and public safety aspect.

Mr. Krapf stated that the entrance redesigns are ranked lower by the School Board compared to the other school projects. He asked what schools are doing to keep the entrance redesigns that are ranked lower safe in the meantime.

Mr. Snipes stated that because of the procedures in place by the school administration and card access entries, the entries are relatively safe. He stated that some schools have security standing at the front of the school. He stated that all schools have cameras at the front doors. He stated that because of the processes already in place, the ranking of the entrance redesigns are lower.

Mr. Haldeman asked if the entrance redesigns can be completed all at once.

Mr. Snipes stated that there are companies that do multiple projects and some companies are not capable of handling multiple projects.

Mr. Schmidt stated that he would rank the redesigns higher to increase safety.

Mr. Snipes stated that there are many safety measures taken to protect the students in an event of an emergency.

Mr. Snipes stated that there is a replacement plan in place for the buses as they age. He stated that in 2026, there are 24 buses due to be replaced. He stated that all of the buses would not be able to be replaced at the same time. He stated that the replacement plan is to replace 10 buses every year.

Mr. Krapf asked if the WJCC Schools are taking into account the possibility of the over-capacity of the high schools only lasting for a short period of time when applying for a school expansion.

Mr. Snipes stated that every year there is a middle school trailer analysis done to show the enrollment going into the high school. He stated that there is a ten-year strategic plan.

Mr. Krapf asked if the schools are looking into the future as to what the enrollment trend will

do or if there is just a random spike in population to create a higher enrollment.

Mr. Snipes stated that the enrollments are projected to increase and stay high. He stated that cafeterias are already beginning to be over-populated. He stated that the state provides a guideline to the amount of square feet of cafeteria space per number of students. He stated that there is work being done to create a long-range facility plan.

Ms. Savannah Pietrowski asked what the process was for the School Board to approve the CIP applications.

Mr. Snipes stated that local contractors provide the school administration with an estimate on the items needed to be done. He stated that the school CIP committee goes through each application to decide which applications will be recommended to the School Board. He stated that the School Board meets with the superintendent to prioritize the list of applications. He stated that the applications are approved by the School Board in December before being presented to the Policy Committee. He stated that the entire process takes approximately a year.

Ms. Pietrowski asked if the Policy Committee is comfortable with the enrollment estimates.

Mr. Haldeman confirmed. He stated that the actual enrollment is higher than the projected enrollment.

Mr. Krapf thanked Mr. Snipes for coming in and answering the questions.

Mr. Haldeman asked the Policy Committee if there were any other concerns or questions with the CIP items.

Mr. Krapf stated that he has emailed the questions to the Policy Committee and staff. He stated that he will not be present at the next Policy meeting.

Ms. Rosario asked if the Policy Committee wanted to address the weighting of the applications.

Mr. Haldeman stated that he is comfortable with leaving them as they are.

Mr. Krapf stated that the weighting factors are a guideline when making the rankings. He stated that the health and safety issue could be as simple as buying two more fire trucks. He stated that the special consideration criteria helps bring the bigger issues to the top.

Mr. Haldeman stated that he would rank Columbia Drive higher because of the lower cost of the project and the potential for it to raise the property values around the area.

Mr. Krapf stated that he makes his adjustments to his rankings after meeting with other committee members and the departments.

Mr. Schmidt stated that he is going to rank the bus replacements higher because of the need and the extra routes that the current buses are being forced to take.

Mr. Haldeman asked if there were additional questions.

There were no more questions.

## **E. NEW BUSINESS**

There was no new business.

**F. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 4:50 p.m.

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Mr Jack Haldeman, Chair

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Mr. Paul Holt, Secretary



**ITEM SUMMARY**

DATE: 3/8/2018  
TO: The Policy Committee  
FROM: Paul D. Holt, III, Secretary  
SUBJECT: February 22, 2018 Meeting Minutes

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**ATTACHMENTS:**

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☐	February 22, 2018 Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	3/1/2018 - 4:13 PM
Policy	Holt, Paul	Approved	3/2/2018 - 8:22 AM
Publication Management	Burcham, Nan	Approved	3/2/2018 - 8:25 AM
Policy Secretary	Secretary, Policy	Approved	3/2/2018 - 8:41 AM

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**A. CALL TO ORDER**

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**B. ROLL CALL**

Present:

Jack Haldeman, Chair

Danny Schmidt

Heath Richardson

Absent:

Rich Krapf

Staff:

Tammy Rosario, Principal Planner

Jose Ribeiro, Senior Planner II

Savannah Pietrowski, Senior Planner

Tom Leininger, Community Development Assistant

John Carnifax, Director of Parks and Recreation

Amy Jordan, Director, Office of Economic Development

Betsy Fowler, Director, Williamsburg Regional Library

Laura Messer, Event Coordinator, Office of Economic Development

Sharon Day, Assistant Director, Financial and Management Services (FMS)

Jeffrey Wiggins, Budget and Accounting Analyst, FMS

**C. MINUTES**

There were no minutes.

**D. OLD BUSINESS**

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Heath Richardson asked the Policy Committee members if they could comment on the previous meeting.

Mr. Haldeman stated that there is some uncertainty for the enrollment projections.

Mr. Danny Schmidt stated that the bus replacement application is a high priority for him.

Mr. Richardson asked if there is a plan if the funding is not approved for the buses.

Mr. Haldeman stated that the Williamsburg-James City County (WJCC) School administration is working on a plan.

Mr. Schmidt stated that the WJCC Schools have put in procedures to protect students. He stated that the entrance redesigns are to make visitors go through the proper locations when entering the school.

Mr. Haldeman asked how the cost estimate was developed for the new library.

Ms. Betsy Fowler stated that she worked with three architecture firms and researched libraries across Virginia to develop an average cost.

Mr. Haldeman asked if land acquisition was factored into the cost.

Ms. Fowler stated that the preferred site is to use County-owned land. Ms. Fowler presented the new library application to the Policy Committee. She stated that James City County residents are the majority of the visitors for both libraries. She stated that overall, libraries are being used as meeting spaces for the community and less for the storage of books. She stated that a joint facility would serve both James City County and City of Williamsburg and both localities would pay for the facility. She stated that the Library Board recommended a new library in 2007, but the recession delayed its approval.

Mr. Richardson asked if a joint facility would be located in the City of Williamsburg.

Ms. Fowler stated that the City of Williamsburg may want to build a new larger facility near the downtown center. She stated that the new site would depend on the availability of land and parking.

Mr. Haldeman asked if the Policy Committee is still able to make a recommendation on the new facility if a decision has not been made between James City County and the City of Williamsburg on the location.

Mr. Richardson stated that the rankings are just a recommendation and are separate from the arrangement between the two localities. He stated the Policy Committee is able to rank the application based on the demand for services.

Ms. Fowler stated that there are trade-offs for having a joint facility. She stated that the operating cost is split-up for a joint facility.

Mr. Richardson asked if there is a possibility for the Grove area to be a site for a new library.

Ms. Fowler stated there is a possibility to work with Parks and Recreation to create pop-up libraries in the Grove area.

Mr. Schmidt asked if other departments use the library for meeting areas.

Ms. Fowler stated that the theater and the different rooms are used for different city departments and different outside events. She stated that a new library would provide James City County a place for cultural events.

Mr. Schmidt asked if there could be an expansion to the Croaker Road library.

Ms. Fowler stated that the facility was built around 1996 and has a lot of flexibility because of the design. She stated that there have been some requests to update parts of the library. She stated that the library has explored options of working with Parks and Recreation to provide

trails and other outdoor facilities to the library, as a way to maximize use of outdoor space for community needs.

Mr. Richardson asked what impact technology has on the library.

Ms. Fowler stated that book circulation trend has remained steady. She stated that programs attract people to the library. She stated that there are specialized programs and hands-on activities that bring more people to libraries.

Mr. Haldeman asked what the Stryker Building is used for.

Ms. Fowler stated that the Stryker Building is used for city administration and library administration. She stated that there is meeting space available as well. She stated that the library administration would work with County staff to determine the site of the new building.

Mr. Haldeman thanked Ms. Fowler for coming in.

Mr. Haldeman opened the discussion about the Parks and Recreation applications.

Mr. Richardson asked if the Jamestown Beach Event Park had received funding.

Mr. Carnifax stated that it did not. He stated that the master plans for the marina and the event park needed to be revisited.

Mr. Richardson asked how critical the improvements are.

Mr. Carnifax stated that there are minor improvements at several sites. He stated that Billsburg Brewery is limited on the amount of work that is able to be done because of the building's location in the flood zone.

Mr. Richardson asked what the needs were for the baseball fields.

Mr. Carnifax stated that baseball is a growing sport and there is a high demand for the facilities. He stated that there would be additional parking and restrooms.

Mr. Haldeman asked if artificial turf fields would replace the current fields.

Mr. Carnifax stated that artificial turf would only apply to the new fields.

Mr. Haldeman asked how the staff calculated the amount for the baseball fields.

Mr. Carnifax stated that staff looked at the costs of similar projects around Virginia to develop a cost. He stated that the marina improvements causes the most concern with amount of unknowns going into the application.

Mr. Schmidt asked what the parking lot surface would be for the Jamestown Beach.

Mr. Carnifax stated that research will need to be done and the surface will be pervious.

Mr. Schmidt asked for more information on the Chickahominy Riverfront Park application.

Mr. Carnifax stated that the County has made small improvements, but when the restrooms need to be replaced, the building will have to meet the new codes and regulations.

Mr. Haldeman asked if there were multiple event sites at Jamestown.

Mr. Carnifax stated that the current event site and the site on the master plan are two different areas. He stated that staff preferred the current event site.

Ms. Amy Jordan stated that the current event site was planned for 1,500 people and an event over the summer drew around 3,000 people. She stated that the Ambler House would be a smaller event site.

Mr. Haldeman asked if there was a possibility of stabilizing the Ambler House instead of the full renovation project.

Ms. Jordan stated that stabilizing the house is important. She stated that utilities will need to be brought to the house. She stated that interior improvements will wait until a decision is made on what the space will be used for. She stated that staff has met with the Virginia Department of Historic Resources to determine what parts of the house need to be repaired and how to accurately repair the home.

Mr. Haldeman asked about the deficiency of facilities around the County.

Mr. Carnifax stated that previously, there were standards in place at the federal level. He stated that the County generated its own standards based on a 2009 study. He stated that the projects are prioritized to spread them over several years. He stated that staff is looking into areas in Grove to develop a park facility.

Mr. Haldeman asked if the Jamestown Beach Event Park and the Jamestown Destination Area can be combined into a single application.

Mr. Carnifax stated that the hope is to group the projects and phase them in once funding is approved.

Mr. Richardson asked if there was any confusion for staff when the two applications came in.

Ms. Sharon Day stated that there was confusion and required a meeting to figure out the two applications. She stated that it is important to separate the two because tourism dollars are applied to specific projects.

Mr. Schmidt asked if there is an agreement between the marina and the Jamestown-Yorktown Foundation regarding parking.

Mr. Carnifax stated that there is not a current agreement, but there have been discussions between the two to develop an agreement.

Ms. Savannah Pietrowski stated that the Policy Committee had questions regarding the visitation numbers of the Jamestown Beach.

Mr. Schmidt asked how a fee has impacted the number of visitors.

Mr. Carnifax stated that the fee had not impacted the numbers. He stated that the weather has a greater impact than the fees. He stated that the fee only applies to nonresidents of James City County.

Ms. Pietrowski stated that the Policy Committee had questions regarding grant funding.

Mr. Haldeman asked if the funding needed to be matched.

Mr. Carnifax confirmed.

Ms. Jordan stated that before applying for a grant, the County has to verify that the funds are allocated.

Ms. Day stated that the issue with grants is that if the County has the funds for the project, the grant may not be approved.

Mr. Haldeman stated that the Policy Committee appreciates the departments for coming in to answer questions and thanked them for their time.

Ms. Rosario stated that the Policy Committee Members can reflect on the past two meetings with the departments to generate their scores and rankings.

Ms. Pietrowski presented the preliminary rankings to the committee members. She stated that the Stormwater Capital Improvements Program application currently shows as the top priority.

**E. NEW BUSINESS**

There was no new business.

**F. ADJOURNMENT**

Mr. Richardson made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 5:40 p.m.

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Mr Jack Haldeman, Chair

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Mr. Paul Holt, Secretary

**ITEM SUMMARY**

DATE: 3/8/2018

TO: The Policy Committee

FROM: Jose Ribeiro, Senior Planner II, and Savannah Pietrowski, Senior Planner

SUBJECT: FY 2019-2023 Capital Improvements Program (CIP) Review

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The Policy Committee met on February 8, February 15 and February 22, 2018 to discuss the County's FY19-23 Capital Improvements Program (CIP). Representatives from various County departments and Williamsburg-James City County Schools were in attendance to discuss their applications.

The Policy Committee will meet on March 8 to finalize its ranking recommendations to be presented to the Planning Commission at a special meeting and public hearing on March 19. The Planning Commission's recommendations will then be forwarded to the Board of Supervisors for consideration during the budget process for FY19.

**REVIEWERS:**

Department	Reviewer	Action	Date
Policy	Rosario, Tammy	Approved	3/1/2018 - 3:16 PM
Policy	Holt, Paul	Approved	3/2/2018 - 8:24 AM
Publication Management	Burcham, Nan	Approved	3/2/2018 - 8:25 AM
Policy Secretary	Secretary, Policy	Approved	3/2/2018 - 8:40 AM