

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
July 15, 2021
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. MINUTES

1. Minutes of the February 18, 2021 Meeting
2. Minutes of the February 23, 2021 Meeting
3. Minutes of the March 2, 2021 Meeting

D. OLD BUSINESS

1. ORD-20-0015. Zoning Ordinance Amendments to Address the Keeping of Bees in Non-Residential Districts, Phase II

E. NEW BUSINESS

F. ADJOURNMENT

ITEM SUMMARY

DATE: 7/15/2021
TO: The Policy Committee
FROM: Paul D. Holt, III, Secretary
SUBJECT: Minutes of the February 18, 2021 Meeting

ATTACHMENTS:

	Description	Type
▣	Minutes of the February 18, 2021 Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Cook, Ellen	Approved	7/8/2021 - 2:29 PM
Policy	Holt, Paul	Approved	7/8/2021 - 3:07 PM
Publication Management	Daniel, Martha	Approved	7/8/2021 - 3:22 PM
Policy Secretary	Secretary, Policy	Approved	7/8/2021 - 3:29 PM

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, 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.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

ITEM SUMMARY

DATE: 7/15/2021
TO: The Policy Committee
FROM: Paul D. Holt, III, Secretary
SUBJECT: Minutes of the February 23, 2021 Meeting

ATTACHMENTS:

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Department	Reviewer	Action	Date
Policy	Cook, Ellen	Approved	7/8/2021 - 2:32 PM
Policy	Holt, Paul	Approved	7/8/2021 - 3:07 PM
Publication Management	Daniel, Martha	Approved	7/8/2021 - 3:25 PM
Policy Secretary	Secretary, Policy	Approved	7/8/2021 - 3:29 PM

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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.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

ITEM SUMMARY

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Publication Management	Daniel, Martha	Approved	7/8/2021 - 3:26 PM
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John Risinger, Planner

Paxton Condon, Community Development Assistant

Cheryl Cochet, Assistant Director, Financial and Management Services Department

Margo Zechman, Senior Budget and Accounting Analyst

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2022 - FY 2026 Capital Improvements Program Review

Mr. Polster asked if Ms. Terry Costello had received any additional guidance on the library

request or from the schools.

Ms. Costello stated she had received some information on projections from the schools that she shared with the Committee.

Ms. Costello stated that this meeting is to confirm the final scoring and ranking recommendations of the Committee. She stated that these would be forwarded to the Planning Commission and Board of Supervisors (BOS) as part of their budget discussions. Ms. Costello asked if there were any questions.

There were no questions for Ms. Costello.

The Committee discussed and agreed to finalize the ranking of the top 10 items. The Committee asked Ms. Costello to put together the memorandum.

Ms. Costello agreed.

The Committee discussed the ranking of the library and agreed they would have preferred to have been given a more solidified option as the request.

Mr. Polster stated support of recommending the library solidify the patron's location preference.

The Committee discussed the Warhill Auxiliary Gym request and how it will serve the community. The Committee agreed to leave it ranked eleventh.

The Committee discussed the General Services Administration Building and Covered Parking for Specialty Vehicles and Trailers requests, including the possibility for the addition of solar panels and energy efficiencies in the future.

Mr. O'Connor asked if the certification was necessary and if there is a benefit to spending the extra money in the certification process.

Mr. Polster stated that in his perspective it aligns with the Comprehensive Plan.

Mr. Polster suggested swapping the Baseball Field Refurbishment and the New James City County Library Branch in the rankings.

The Committee discussed the two requests and ultimately decided to not change the rankings.

The Committee discussed the memorandum and the needs of the Williamsburg-James City County Schools.

The Committee discussed possible changes to the ranking system in future years to make it easier for Committee members.

The Committee discussed their hopes and areas of concern regarding the Open Space Match application.

The Committee discussed reviewing the items they wished to note in the draft memorandum prepared by Ms. Costello.

There was no further discussion.

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 6:30 p.m.

Mr. Frank Polster, Chair

Mr. Paul Holt, Secretary

ITEM SUMMARY

DATE: 7/15/2021

TO: The Policy Committee

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: ORD-20-0015. Zoning Ordinance Amendments to Address the Keeping of Bees in Non-Residential Districts, Phase II

ATTACHMENTS:

	Description	Type
☐	Staff Memo	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Policy	Cook, Ellen	Approved	7/8/2021 - 9:18 AM
Policy	Holt, Paul	Approved	7/8/2021 - 9:49 AM
Publication Management	Daniel, Martha	Approved	7/8/2021 - 3:42 PM
Policy Secretary	Secretary, Policy	Approved	7/8/2021 - 4:07 PM

MEMORANDUM

DATE: July 15, 2021

TO: The Policy Committee

FROM: Terry Costello, Deputy Zoning Administrator/Senior Planner

SUBJECT: ORD-20-0015. Zoning Ordinance Amendments to Address the Keeping of Bees in Non-Residential Districts, Phase II

At its October 15, 2020 meeting, the Policy Committee reviewed and discussed amendments to the Zoning Ordinance to address the keeping of bees in non-residential districts. Staff presented the Committee with three options, with the Committee choosing the option of having staff develop performance standards applicable to non-residential properties similar to the format for residential properties.

Proposed Performance Standards

At the direction of the Policy Committee, staff has developed performance standards based on the current residential standards, research in other areas of the country, and discussion with the Policy Committee. Below are proposed standards for which staff is requesting feedback.

Ground Mounted Hives

1. Same as residential:
 - Hives shall be at least 10 feet away from public rights-of-way and the boundary lines of properties not owned or controlled by the person maintaining the hive.
 - Hives shall be at least 50 feet away from any dwelling or structure located on property not under the same ownership or control as that of the person maintaining the hive.
 - A barrier shall be required if a hive is located between 10 and 30 feet from a public right-of-way or boundary line of a property not owned or controlled by the person maintaining the hive. The barrier shall consist of fencing, vegetation, or both, and must (i) be no less than six feet in height as measured from finished grade; (ii) be of sufficient density to establish bee flyways six feet or higher; (iii) be located between the hive and public right-of-way or property boundary line; and (iv) extend no less than 10 feet in length on either side of the hive.
 - Hives shall be located within the rear yard of the lot and shall be orientated with the entrance facing internal to the property.
 - There shall be an on-site water source located within 50 feet of the hive, or less than half the distance to the nearest unnatural source of water, whichever is closest.
 - If the property on which the hive is located is less than one acre, the person maintaining the hive shall have no more than six colonies. If the property is one acre or more, the number of colonies shall not be limited.
2. Potential additions:
 - If the property has multiple tenants, notification shall be sent to the property owner(s) and current tenants.
 - Signage stating that bees are on the premises.

Roof Top Hives

1. Potential standards:
 - Hives shall be located only on flat roofs.
 - Hives should be at least six feet from the edge of the roof.
 - A strapping system shall be provided to ensure hives are secure.
 - If the property has multiple tenants, notifications shall be sent to the property owner(s) and current tenants.
 - There shall be an on-site water source.
 - Signage stating that bees are on the premises.

Proposed Zoning Districts

Beekeeping would be added to the use list in Residential Planned Community (R-4, Commercial Uses), Limited Business (LB), General Business (B-1), Limited Business/Industrial (M-1), General Industrial (M-2), Planned Unit Development (PUD-R, Commercial Uses), Planned Unit Development (PUD-C), Research and Technology (RT), Mixed Use (MU), and Economic Opportunity (EO) Zoning Districts.

Discussion Items

Staff had internal discussions in developing these standards for the Committee to review. During our review, we identified some areas for discussion. Staff is seeking clarification on the following:

1. Should beekeeping be allowed only as an accessory use?
2. For residential beekeeping there is no limit on colonies for property one acre or greater. Should there be a limit for commercial properties of a similar size since the public typically visits commercial properties more frequently than an individual house site?

Current requirements of the James City County Zoning Ordinance and the Virginia State Building Code that may be helpful during the Committee's discussions are:

1. A site plan would be required should any structural changes be required, such as the installation of barriers.
2. A building permit would be required if installing a stair access and/or guardrails that would provide access to the roof. Zoning would be a part of this review.
3. A building permit would be required if a change in load limits to the roof with the addition of the hives.
4. If a building permit were required, accessibility would have to comply with the American Disabilities Act.

Recommendation

Staff looks forward to the Committee's input on these discussion items and recommendations.