MINUTES
JAMES CITY COUNTY PLANNING COMMISSION
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
March 18, 2024
6:00 PM

A. CALL TO ORDER

Mr. Polster called the meeting to order at 6 p.m.

B. ROLL CALL

Planning Commissioners Present:
Frank Polster
Tim O'Connor
Jack Haldeman
Stephen Rodgers
Jay Everson
Scott Maye
Kira Allmann
Staff Present:
Paul Holt, Director of Community Development
Terry Costello, Senior Planner
Amanda Frazier, Community Development Assistant

C. ANNUAL ORGANIZATIONAL MEETING

1. Election of Officers

Mr. Polster called for nominations for Chair.
Mr. Everson nominated Mr. O'Connor.
There were no other nominations for Chair.
On a voice vote, the Commission elected Mr. O'Connor as Chair. (7-0)
Mr. Polster called for nominations for Vice Chair.
Mr. O'Connor nominated Mr. Haldeman.
There were no other nominations for Vice Chair.
On a voice vote, the Commission elected Mr. Haldeman as Vice Chair. (7-0)

2. Proposed Calendar for 2024-2025

Commissioners discussed the meeting times of the Planning Commission, Policy Committee, and the Development Review Committee (DRC).
Mr. Polster noted that Planning Commission meeting times would remain at 6 p.m. Policy Committee meeting times would remain at 3 p.m. and DRC meetings would remain at 4 p.m.
Mr. Polster made a motion to adopt the Calendar for 2024-2025.
On a voice vote, the Commission adopted the Calendar for 2024-2025. (7-0)

D. PUBLIC HEARING(S)

1. Fiscal Year 2025-2029 Capital Improvements Program

Ms. Terry Costello, Senior Planner, stated that the Policy Committee met in February of 2024 to discuss and evaluate this year's Capital Improvements Program (CIP) requests. Starting this year, the Policy Committee reviewed new applications or those with significant changes. There were five projects, all from James City County Departments, submitted for consideration.

Ms. Costello stated that Policy Committee members used a standardized set of ranking criteria to prioritize each application. Ms. Costello stated that the criteria was provided in the Agenda materials for reference. Ms. Costello further stated that the scores generated by individual Committee members were then averaged and standardized through a Z-score process to produce a prioritized list.

Ms. Costello stated that a list of the Policy Committee's final project rankings in order of priority has been provided in the Agenda materials for consideration. Ms. Costello stated that staff recommends that the Planning Commission recommend approval of these priorities to the Board of Supervisors for consideration during the budget process.

Mr. Haldeman raised questions about the usage of Z-scores.

Discussion ensued about the usage of Z-scores and Planning Commission scores in the ranking of the CIP list.

Mr. Polster opened the Public Hearing.

As no one wished to speak, Mr. Polster closed the Public Hearing.

Mr. Polster referenced documents he provided to the Commission, raising concerns about CIP projects that had not been funded by the Board of Supervisors in previous years.

Mr. Polster stated his desire to provide a consolidated list to include the Fiscal Year (FY) 20242028 CIP list with the FY 2025-2029 CIP list to be recommended to the Board of Supervisors.

Discussion ensued.

Mr. Haldeman suggested making a motion to vote on the FY 2025-2029 CIP list as presented by staff. Mr. Haldeman further suggested that a recommendation should be provided to the Board of Supervisors stating the following:

> The Commission believes the FY 2025-2029 CIP list is not as important as most of the unfunded projects from the FY 2024-2028 CIP list. Mr. Haldeman also stated that other alternatives should be explored for the Police classroom, such as a trailer or modular building. Mr. Haldeman further stated that the proposed warehouse project is too expensive and alternatives should be explored, such as buying or renting an existing warehouse.

Mr. Polster made a motion to adopt the spreadsheet he provided to the Commission at the meeting included with the list of five FY 2025-2029 CIP projects and recommendations that was provided by staff. The new list of five would be ranked and added to the bottom of the combine list. This combined list and ranking would be forwarded to the Board of Supervisors.

On a roll call vote, the Commission voted to adopt and forward the combined FY 2024-2028 and FY 2025-2029 CIP lists to the Board of Supervisors. (6-1)

E. PLANNING COMMISSION DISCUSSION AND REQUESTS

Mr. Polster requested a status updated on the Solar Ordinance and Policy.

Mr. Holt stated that the Board of Supervisors had requested staff to revisit the Solar Policy. He added that staff will be seeking further direction from the Board after the April Meeting.

Mr. Rodgers stated that a third Commissioner is needed to establish a quorum for the upcoming DRC meeting.

Mr. Maye volunteered to attend the meeting to establish a quorum for the DRC meeting.

F. ADJOURNMENT

Mr. Everson made a motion to adjourn to the April 3, 2024, Regular Meeting.

The meeting was adjourned at approximately 6:50 p.m.

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Susan Istenes, Secretary Frank Polster, Chair