

**A G E N D A**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**READING FILE**

**April 12, 2011**

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**FOR YOUR INFORMATION**

1. 2012 Comprehensive Plan Update Process

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MEMORANDUM

DATE: April 12, 2011  
TO: The Board of Supervisors  
FROM: Steven W. Hicks, Manager of Development Management  
SUBJECT: 2012 Comprehensive Plan Update Process

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In 2006, the Regional Issues Committee (RIC) recommended that the three jurisdictions comprising the Historic Triangle develop a coordinated Comprehensive Plan process so that the localities would be updating their Comprehensive Plans at the same time. Coordination of the updates would allow for formal examination of issues that cross jurisdictional boundaries and encourage a wider range of public participation.

Staffs of the three jurisdictions recommended that the next review and update cycle begin in 2012 to allow incorporation of data from the 2010 U.S. Census. In 2008, the governing bodies of James City County, York County, and the City of Williamsburg adopted resolutions supporting coordinated preparation among the jurisdictions for a 2012 Comprehensive Plan update (Attachment Nos. 1, 2, and 3). It is noted that while the preparation is coordinated, and governing body for each jurisdiction as part of the 2012 Comprehensive Plan update will still make the final land use and policy decisions within their jurisdictional boundaries.

Under the guidance of the RIC, planning staffs of the three jurisdictions have been working on the schedule for the 2012 Comprehensive Plan update. The proposed schedule was presented to the RIC at its meeting on January 25, 2011, and the RIC requested that the three governing bodies be given the opportunity to review and comment on the proposed schedule which is outlined below.

- Three joint studies are proposed as part of the process:
  - A transportation study will be prepared for the three jurisdictions by the Hampton Roads Planning District Commission at no cost to the County.
  - The Economic Diversity Study, completed by the Historic Triangle Collaborative, will be considered.
  - An inventory of existing land use as of October 1, 2011, will be prepared, and planning staffs will develop consistent land use categories.
  
- Three community forums are proposed. They will be organized by geographic area rather than by topic and will be scheduled for February 2012. The areas for discussion are (Attachment No. 4):
  - Lightfoot/Hill Pleasant Farm/Pottery area (James City County/York), also including I-64 Lightfoot interchange.
  - Capitol Landing Road/Second Street/Penniman Road/James and York Terrace (James City County/York/Williamsburg).
  - Route 60 East/Route 199/I-64 Interchange area, which includes Riverside's Quarterpath at Williamsburg, Marquis/Water Country, and Busch Corporate Center/Busch Gardens (James City County/York/Williamsburg).
  
- A discussion forum will be scheduled in March or April 2012 so that planning commissioners from all three jurisdictions can review comments made at the three community forums and identify areas of common concern.

- At the completion of the process, a summary document for all three Comprehensive Plans will be developed, including a consolidated future land use map, to supplement the individual Comprehensive Plans for Board consideration and approval.

No formal Board action is required on the proposed schedule; however, the Board is requested to provide any comments to the Development Manager by April 22, 2011, so they may be given to the RIC at its April 26 meeting.



Steven W. Hicks

SWH/nb

2012CPUdate\_mem

Attachments

1. August 12, 2008, Staff Memorandum
2. August 12, 2008, Board of Supervisors Resolution
3. July 8, 2008, Joint Memorandum
4. Community Forum Areas Map

## M E M O R A N D U M

DATE: August 12, 2008  
TO: The Board of Supervisors  
FROM: William C. Porter, Jr., Acting Development Manager  
SUBJECT: Historic Triangle Comprehensive Plan Coordination

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On September 11, 2006, the James City County Planning Commission unanimously endorsed recommendations of the Regional Issues Committee (RIC) regarding the coordination of Comprehensive Plan updates for the jurisdictions of James City County, York County, and the City of Williamsburg. As outlined in a memorandum dated August 23, 2006, the RIC recommended all three jurisdictions update their plans beginning in 2010, with joint forums to be held beginning in the summer of 2008 as part of James City County's anticipated 2008 Comprehensive Plan Update. On October 24, 2006, the James City County Board of Supervisors adopted a resolution endorsing the recommendations of the RIC. The RIC's recommendations were also endorsed by York County's Planning Commission and Board of Supervisors, and by the City of Williamsburg's Planning Commission and City Council.

Attached is a memorandum from the Assistant County Administrator of York County, the Planning Director of the City of Williamsburg, and me, recommending a revised process for the coordination of the Comprehensive Plans for the three jurisdictions. The revised process would move the date of the coordinated Comprehensive Plan Update from 2010 to 2012. It is worth noting the revised schedule has preliminary tasks beginning in the summer of 2010, based on discussions among staff members of the three jurisdictions regarding meaningful coordinated efforts.

Per the revised schedule, the City of Williamsburg would delay its cycle by one year, York County would delay its cycle by two years, and James City County would accelerate its cycle by two years.

At its meeting on July 2, 2008, the James City County Planning Commission supported the revised coordinated schedule. The York County Board of Supervisors approved the revised schedule for the coordinated Comprehensive Plan Update on July 15, 2008. The Williamsburg City Council approved the revised schedule on July 10, 2008. Staff recommends approval of the attached resolution.

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William C. Porter, Jr.

CONCUR:

  
Sanford B. Wanner

WCP/nb  
HTCompPCo\_mem

Attachments:

1. Joint Memorandum
2. Resolution

## RESOLUTION

### HISTORIC TRIANGLE COMPREHENSIVE PLAN COORDINATION

**WHEREAS,** the Code of Virginia requires that all jurisdictions prepare and adopt a Comprehensive Plan addressing physical development within its jurisdictional limits for the purpose of guiding and accomplishing coordinated, adjusted, and harmonious development that will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity, and general welfare of their inhabitants; and

**WHEREAS,** in the interest of promoting closer coordination and communication concerning Comprehensive Plan issues that cross jurisdictional boundaries, the Regional Issues Committee, and the Planning Commissions recommended, and the governing bodies endorsed by resolution in 2006, a process under which James City County, York County and the City of Williamsburg would adjust their five-year review cycles so that each begins its next review and update in 2010 and then every five years thereafter; and

**WHEREAS,** staffs of the three jurisdictions recommend revising the proposed update schedule to begin the next review and update in 2012, so as to allow incorporation of data from the 2010 U.S. Census and then beginning every five years thereafter.

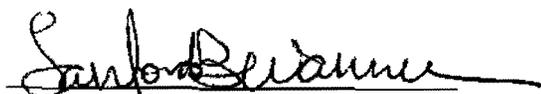
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of James City County, Virginia, that the following proposed schedule for the coordinated update of the James City County, York County, and the City of Williamsburg Comprehensive Plans be supported, endorsed, and approved as the framework for the update:

- Summer 2010 – staffs of the three jurisdictions identify opportunities for jointly conducted baseline studies and analyses of such things as population, economy, housing and transportation, as well as for a consistent format for the three plans.
- Fall 2010 – staffs of the three jurisdictions identify budget requests for any proposed jointly conducted baseline studies and analyses for consideration in the FY 2012 budget deliberations.
- Fall 2011 – discussion forum with planning commissioners from all three jurisdictions to identify consensus regional issues to be addressed.
- Winter 2012 – two public forums to allow comments on the regional issues previously identified to be held in the Williamsburg/James City County area and in Yorktown.
- Spring 2012 – discussion forum with planning commissioners from all three jurisdictions to review items discussed at the two public forums and to identify areas for coordinated efforts during the update process.



Bruce C. Goodson  
Chairman, Board of Supervisors

ATTEST:



Sanford B. Wanner  
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
TCENHOUR	AYE
MCGLENNON	AYE
JONES	AYE
KENNEDY	AYE
GOODSON	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 12th day of August, 2008.

HTCompPCo\_res

## MEMORANDUM

TO: The Board of Supervisors  
Williamsburg City Council  
York County Board of Supervisors

FROM: William C. Porter, Jr., Assistant County Administrator  
Reed T. Nester, Williamsburg Planning Director  
J. Mark Carter, York County Assistant County Administrator

SUBJECT: Comprehensive Plan Coordination

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For many years the comprehensive planning update cycles in each of our jurisdictions have been undertaken at different times, and there has been a perception in the community that this has hampered overall coordination between the three jurisdictions. During the preparation of the Comprehensive Plan, each jurisdiction typically has communication between the staff about areas of common interest, but this has been at the staff level and could benefit from a more formal coordination structure. The Regional Issues Committee, at its July 25, 2006, meeting, recommended that the three jurisdictions develop a coordinated Comprehensive Plan update process, to begin in 2010. This recommendation was endorsed by the three Planning Commissions and adopted by the three governing bodies in 2006.

### **Comprehensive Plan Update Coordination**

In December 2005, York County completed their most recent Comprehensive Plan update. The City of Williamsburg adopted its Comprehensive Plan in October 2006. James City County is currently updating its 2003 Comprehensive Plan, which should be completed in summer 2009. The respective five-year independent update cycles would begin in 2010, 2011, and 2014. In order to accomplish the Regional Issues Committee recommendation of a coordinated update beginning in 2010, York County would remain on a 2010 cycle, Williamsburg would need to accelerate its cycle by one year, and James City County would need to accelerate its cycle by four years (one more year than was envisioned when the Regional Issues Committee made its original recommendation).

The staffs of the three jurisdictions have reviewed the Regional Issues Committee's original recommendation, the status of the three Comprehensive Plans, and the availability of data from the 2010 U.S. Census, and feel that a better time for beginning a coordinated update process is in 2012. With this schedule change, York County would need to delay its cycle by two years, Williamsburg would need to delay its cycle by one year, and James City County would need to accelerate its cycle by two years.

### **Comprehensive Plan Update Schedule**

The recommended revised schedule, beginning in 2012, incorporates the RIC's recommendation of a three meeting cycle of discussion forums among the planning commissions, with the middle one being a public forum that would be advertised and open to the general public for comments.

In addition to these discussions, we recommend following the RIC recommendation that the staff of the three jurisdictions attempt to coordinate a data collection for base-line studies, so as to more fully integrate the base-line study content of each comprehensive plan. Examples of this could be in the population, economy,

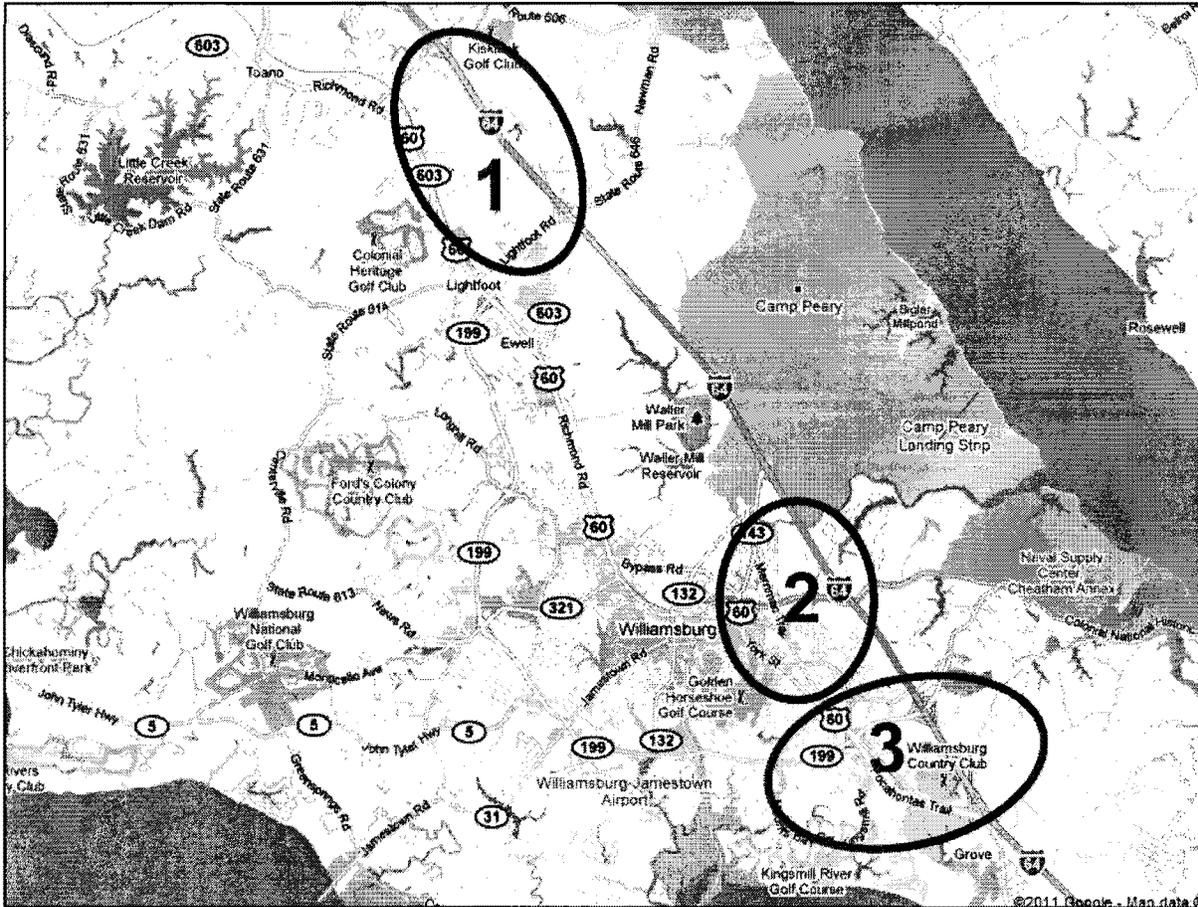
transportation, and housing. In addition, staff should work together to see if a consistent format can be developed for the three plans.

The specific schedule is detailed below:

- July-August 2010 – staffs of the three jurisdictions meet to explore opportunities for jointly conducted baseline studies and analyses of such things as population, economy, housing and transportation.
- November 2010 – staffs of the three jurisdictions forward budget requests for any jointly conducted baseline studies and analyses to the governing bodies for consideration for the FY12 budget.
- September-October 2011 – discussion forum, with planning commissioners from all three jurisdictions, to identify consensus regional issues to be addressed.
- January-February 2012 – two public forums to allow comments on the regional issues previously identified, to be held both in the Williamsburg area and in Yorktown.
- April-May 2012 – discussion forum, with planning commissioners from all three jurisdictions, to review items discussed at the two public forums and to identify areas for coordinated efforts during the update process.

It should be noted that none of the above suggestions are intended to supercede the authority of the respective planning commissions or governing bodies to make the final land use and policy decisions within their jurisdictional boundaries.

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## COMMUNITY FORUM AREAS 2012 COMPREHENSIVE PLAN COORDINATION UPDATE

- 1** Lightfoot/Hill Pleasant Farm/Pottery area (JCC/York), also including I-64 Lightfoot interchange
- 2** Capitol Landing Road/Second Street/Penniman Road/James & York Terrace (JCC/York/Williamsburg)
- 3** Route 60 East/Route 199/I-64 Interchange area, which includes Riverside's Quarterpath at Williamsburg, Marquis/Water Country, and Busch Corporate Center/Busch Gardens (JCC/York/Williamsburg)