

POLICY COMMITTEE MEETING

May 22nd, 2008

2:30 p.m.

County Complex, Building A Large Conference Room

A. Roll Call

PRESENT:

Mr. Reese Peck, Chair
Mr. Jack Fraley
Mr. George Billups
Mr. Chris Henderson
Mr. Richard Krapf

ABSENT:

OTHERS PRESENT:

Ms. Leanne Reidenbach, Senior Planner
Ms. Kate Sipes, Senior Planner
Mr. Jason Purse, Senior Planner
Mr. Bill Porter, Development Manager
Mr. Brian Elmore, DMA
Mr. Stamen Lolov, Planning Intern
Ms. Krista Hailey, Planning Intern

B. Minutes

Mr. Peck called the meeting to order.

Mr. Henderson moved for the adoption of the 2/21/08 minutes.

Mr. Krapf seconded.

C. Old Business

Mr. Purse passed out a list of proposed Special Use/Permitted Use changes and a list of Special Use Permit applications since 2002. Mr. Purse stated that staff had investigated possible ordinance amendments to certain specially permitted uses in various zoning districts. He noted that staff had looked at uses that are currently allowed by-right, and compiled a list of specially-permitted uses (SUPs) that have similar impacts in those zoning districts. Mr. Purse stated that staff believed that moving those uses from SUPs to permitted uses would not have additional adverse affects on similarly zoned properties across the county.

Mr. Purse also noted the County Attorney's office has asked the Policy Committee to look into adding tattoo parlors to the Zoning Ordinance as either a Special or Permitted Use. Mr. Purse stated Planning

staff's initial recommendation was adding tattoo parlors as Special Use in M-2 zoning. Mr. Purse stated their long-term status as a Special or Permitted Use and in which zones would be looked at later.

Mr. Fraley asked if the County Attorney's office was stating every possible use must be identified in the Zoning Ordinance and how other communities managed to avoid having tattoo parlors.

Mr. Peck stated he recalled from the previous week's meeting that tattoo parlors can be strictly regulated but not prohibited.

Mr. Fraley expressed for the Policy Committee to deal with the tattoo parlor issue later and separately from the Special/Permitted Use changes. Mr. Fraley stated he hoped to speak further with Mr. Kinsman regarding the issue.

Mr. Purse stated staff would be happy to discuss the issue separate from the proposed Special/Permitted Use changes.

Mr. Billups asked if the County's attitude was to make it easier for businesses to locate in James City. Mr. Billups asked if making it easier for businesses to locate was more important than the types of businesses the County wanted to attract. Mr. Billups asked how many businesses the County wanted and needed.

Mr. Henderson stated the Supervisors were elected on a platform of generating 50% of tax revenue from non residential sources in 20 years. Mr. Henderson stated that currently, 35% of County revenue comes from non-residential sources.

Mr. Peck stated that the County was not rezoning any land to business uses.

Mr. Fraley stated he hoped clarifications could be made to several Zoning Ordinance definitions, including tourist homes, farmers markets, and automobile service stations.

Mr. Purse and Mr. Porter explained the differences between farmers markets and flea markets in the Zoning Ordinance.

Mr. Peck asked about the security services Use.

Mr. Purse stated security services are currently Permitted Use in M1. Mr. Purse stated the current proposed changes seek to add security services as a Permitted Use to B1 zones. Mr. Purse stated York County allows security services as a Permitted Use in their general business districts.

Mr. Peck asked staff if they had followed up on last week's Policy Committee discussion of the differences between a limo and a taxi service.

Mr. Purse stated staff believed a taxi service was a more impactful use than a limo service, with more vehicles, and generating more trips.

Mr. Billups asked if there was a limit on the number of vehicles a security service was allow to have.

Mr. Purse stated the current proposed changes included no such restriction.

Mr. Peck asked about square footage caps on Catering and Meals Preparation use businesses.

Mr. Purse stated that if the Policy Committee wishes, a square footage limit can be included. Mr. Purse asked if the Policy Committee's only response to the staff's proposed Special/Permitted Use changes was the Meals Preparation square footage cap.

Mr. Billups asked if the community's opinion on tattoo parlors had been polled.

Mr. Peck stated that is why he believed staff recommended tattoo parlors are Special Uses in industrial districts. Mr. Peck asked if there was any additional comment on staff recommendations.

Mr. Krapf moved for approval of the changes with the square footage amendment discussed.

Mr. Henderson seconded.

Mr. Peck asked if any members of the public had comments.

Policy Committee adopted the changes to the Zoning Ordinance with a unanimous voice.

D. New Business

Mr. Peck stated the next item on the agenda was the Capital Improvements Program.

Ms. Sipes stated that the Policy Committee from their February meeting wished to improve or modify the CIP process. Ms. Sipes stated that the CIP was a part of the larger budget process and that it would be beneficial for the Policy Committee to gain a greater understanding of the overall budget process to ensure proposed CIP changes could fit within the framework. Ms. Sipes stated the Policy Committee and staff would like to see what reasonable policy changes could be made in time for 2009. Ms. Sipes stated larger changes to the CIP process could be implemented over a two year term and proposed a timeline that included a meeting with FMS staff in June, to discuss the overall budget process. Ms. Sipes suggested that over the next several months, the Policy Committee could learn about budgeting and CIP best practices from surrounding counties and could develop a ranking sheet for projects in time for the 2009 budget. Ms. Sipes suggested that maintenance items not be included for discussion by the Policy Committee in the 2009 process. Ms. Sipes also noted that VDOT and JCSA projects could be included in packets in 2009 but not included in rankings until 2010.

Mr. Krapf asked if there was a budget target for the CIP program.

Ms. Sipes stated the Policy Committee can choose to add one and ask the Board for additional guidance on this matter.

Mr. Peck stated his desire to see a targeted CIP budget, with a list of CIP expenditures covered in the budget, as well as an extended list for any possible budget surplus. He stated a lot of time was being spent by the Policy Committee discussing details that may not be considered in the budget process. Mr. Peck stated certain CIP spending related to public facilities could be included in the Comprehensive Plan.

Mr. Peck stated the current CIP ranking process does not give a big picture view of what demands on services and tax dollars are within the County. Mr. Peck stated the CIP spending should be based on community will and priorities and the Committee should get guidance from the Board in regards to CIP.

Mr. Billups asked about the impact of future road improvements. Mr. Billups asked if the CIP budget would be a certain percentage of the overall county budget.

Mr. Henderson stated the Policy Committee was attempting to provide structure for what seems like a department project wish-list.

Mr. Peck stated he agreed with staff's interpretation that changes to the CIP process could take two years. Mr. Fraley stated he would like the Board to set firm CIP priorities and targets as the first step of any revision process. Mr. Fraley stated several citizens contacted him regarding what CIP priorities are and when their problems are going to be addressed. Mr. Fraley stated CIP spending categories needed to be clarified to include specific projects.

Mr. Peck stated he wanted to see the Board set priorities and budgets at the first step of the process and that designating high, medium, and low rankings should reflect these priorities. Mr. Peck stated he would also like to hear the presentation from FMS staff.

Mr. Billups stated any CIP budget discussions would be more productive with Board members present instead of staff.

Mr. Krapf suggested John McDonald or Sue Mellon come to the Policy Committee to discuss the overall budget, which the Policy Committee may not fully understand. Mr. Krapf stated the Policy Committee should be inserted early on into the overall budget process.

Mr. Fraley stated the Policy Committee has to directly and clearly tell the Board what guidelines it wants for CIP. Mr. Fraley stated this issue should be addressed during the Policy Committee's upcoming annual worksession with the Board.

Mr. Krapf stated that after the Policy Committee finishes its education sessions, it can submit a document to the Board about the guidelines it wants and what changes it wants to make. He would insert this step between 1 and 2 on staff's proposed timeline.

Mr. Fraley stated budget reform was different from reforming the CIP ranking process.

Mr. Peck stated state law gives the Planning Commission authority to review five year capital improvements. Mr. Peck stated the first three steps of the process were: first understanding internal timelines, then discussion with the Board, then make proposals to the Board and that the rest of the discussion should come after receiving guidance from the Board.

Ms. Sipes asked how much research the Policy Committee would undertake before appearing before the Board.

Mr. Henderson stated the County had required and discretionary spending. Mr. Henderson stated it depended on how the County wished to control its assets and noted it was important that the County has a list of its assets.

Mr. Peck stated he wanted any proposal brought before the Board to be defined, discussed with Board, and according to all County codes.

Mr. Peck discussed the regional Hampton Roads Planning District Commission, state required water plan, and asked staff for an update on the water plan.

Mr. Billups discussed current County discretionary spending and asked the relationship the County had with giving funding to non-governmental organizations.

Mr. Peck stated that until the Committee meets with the Board, no in depth research should be conducted.

Mr. Peck asked for any public comment.

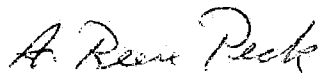
E. Adjournment

Mr. Peck called for adjournment.

Mr. Fraley moved to adjourn.

Mr. Henderson seconded.

The Policy Meeting was adjourned.



Reese Peck, Chairman